

**UNITED STATES  
AIR FORCE**

# **OCCUPATIONAL SURVEY REPORT**

**SUPPLY CAREER FIELD**

**AFSC 2S0XX**

**AFPT 90-645-013**

**SEPTEMBER 1995**

**OCCUPATIONAL ANALYSIS PROGRAM  
AIR FORCE OCCUPATIONAL MEASUREMENT SQUADRON  
AIR EDUCATION and TRAINING COMMAND  
1550 5th STREET EAST  
RANDOLPH AFB, TEXAS 78150-4449  
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# **DISTRIBUTION FOR AFSC 2S0XX OSR**

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AFOMS/OMDQ	1			
AFOMS/OMYXL	10		5	10
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CCAF/AYX	1			
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HQ AFMPC/DPMRAD1	1			
HQ AFMPC/DPPAPC	2			
HQ AFSOC/DPPMT	2		2	
HQ AFSPACECOM/DPAE	3		3	
HQ AIA/DPAT	3		3	
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HQ USAF/LGSS	1		1	
HQ USAFE/DPATTJ	3		3	
HQ USMC/STANDARDS BRANCH	1			
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## PREFACE

This report presents the results of an Air Force occupational survey of AFSC 2S0X1 (Supply Management) and 2S0X2 (Supply System Analysis) career ladders. Authority for conducting occupational surveys is contained in AFI 36-2623. Computer products used in this report are available for use by operations and training officials.

Mr. Tom Duffy, Inventory Development Specialist, developed the survey instrument; Mr. Daniel Dreher, Occupational Analyst, analyzed the data and wrote the final report. Ms. Jeanie Guesman provided computer programming support, and Mr. Richard Ramos provided administrative support.

Copies of this report are distributed to Air Staff sections, major commands, and other interested training and management personnel. Additional copies are available upon request to the Air Force Occupational Measurement Squadron, Attention: Chief, Occupational Analysis Flight (OMY), 1550 5th Street East, Randolph AFB Texas 78150-4449 (DSN 487-6623).

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## SUMMARY OF RESULTS

1. Survey Coverage: The Supply career ladders were surveyed to obtain current job and task data to assist with the restructuring of the career field. Because there were over 17,000 airmen in the career field at the time of the survey, a stratified random sample of 21 percent of eligible 2S0X1 personnel was used, while all 2S0X2 personnel were asked to participate. The final sample includes 2,251 AFSC 2S0X1, 664 AFSC 2S0X2, and 107 DAFSC 2S099/00 respondents.

2. Specialty Jobs: The 2S0X1 career ladder is quite diverse, with 22 clusters and independent jobs identified. These correspond to most of the elements under the various flights in a typical supply squadron. The Research and Pickup and Delivery jobs appear to be entry-level positions, with most other jobs performed by more experienced members. AFSC 2S0X2 personnel, on the other hand, perform base or command level computer operations functions almost exclusively. The 1995 merger of AFSCs 2S0X1 and 2S0X3 has not impacted the work performed by personnel in the career ladder.

3. Career Ladder Progression: AFSC 2S0X1 respondents exhibited a typical career ladder progression. The newest members of the career ladder performed several entry-level jobs, while more experienced personnel had broader jobs that involved more technical aspects of the supply process. The most senior personnel were supervisors and managers of the career ladder.

Progression in the AFSC 2S0X2 career ladder was not as clearly defined. Entry level personnel did, however, perform a somewhat more limited job than more senior respondents. The most senior AFSC 2S0X2 personnel were the supervisors and managers of this career ladder.

4. Training Analysis: STSs of the current career ladders were reviewed using OSR data. While both documents are quite well supported, there are sections of each that need to be reviewed to determine if the topics are appropriate for the documents. There are a few AFSC 2S0X2 tasks which were not matched to the STS that also need to be reviewed to determine if they suggest topics that should be included.

5. Job Satisfaction: Overall, AFSC 2S0X1 satisfaction indicators are lower than those of AFSC 2S0X2 respondents and members of related logistic specialties surveyed in 1994. Indicators have remained generally stable over the last 6 years. Members with some of the less technical jobs are not as satisfied as other members of the career field.

6. Implications: The classification structure, as described by *Specialty Descriptions* in the February 1995 CFETP, accurately portrays the work currently being done. Analysis of career ladder documents indicates both STSs are well supported by OSR data. There are, however, some AFSC 2S0X2 tasks not matched to the STS that should be reviewed to determine if inclusion in future revisions is warranted.

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**OCCUPATIONAL SURVEY REPORT (OSR)  
SUPPLY CAREER FIELD  
(AFSCs 2S0X1, and 2S0X2)**

**INTRODUCTION**

This is a report of an occupational survey of the Supply career field conducted by the Occupational Analysis Flight, Air Force Occupational Measurement Squadron (AFOMS). The survey was conducted to update the currency of occupational survey data for the career field. The last OSR for this career field was published in July 1988.

Background

The career field was recently restructured in April 1995 when AFSC 2S0X1 (Inventory Management) merged with AFSC 2S0X3 (Materiel Storage and Distribution) to become the new AFSC 2S0X1 (Supply Management) career ladder. Before the merger, AFSC 2S0X1 personnel performed item and monetary accounting and inventory and stock control, financial planning, and funds control. They also computed requirements, determined allowances, and researched supply and equipment requirements. AFSC 2S0X3 personnel, on the other hand, were involved with materiel storage and distribution, which included inspecting, identifying, securing, and inventorying supplies and equipment. They also operated materiel handling equipment. Present AFSC 2S0X1 personnel now perform both managing and handling functions.

AFSC 2S0X2 (Supply System Analysis) was not included in the restructuring and remained unchanged. AFSC 2S0X2 personnel continue to focus on computer operations, designing information retrieval software, and managing programs used in the supply system. *Specialty Descriptions* in the February 1995 Career Field Education and Training Plan (CFETP) reflect the work performed by members of the two current career ladders.

Because at the time survey data were collected, there were three separate career ladders, the discussion of the career field jobs performed will reflect the **premerger** AFSC of the respondents. All other sections of this report, however, will reflect the current AFSC 2S0X1 (Supply Management) and 2S0X2 (Supply System Analysis) structure.

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Enlistees enter the new Supply Management career ladder by completing a 6 week 3ALR2S0X31 Supply Management Apprentice course taught at Lackland AFB. The course introduces students to publications, demand processing, maintenance support, stock control, Air Force Equipment Maintenance System, War Readiness Materiel (WRM), retail outlets, how to operate the Universal Terminal System, and experience using Hand Held Terminals.

AFSC 2S0X2 personnel, on the other hand, cross train into the specialty from AFSC 2S0X1. They must hold the 5-skill level, have 3 years experience in the Supply Management specialty, and complete the 9-week 3ALR2S032 Supply System Analysis Apprentice course taught at Lackland AFB. This course prepares graduates to operate the Remote Processing Station (RPS), introduces the Standard Base Supply System (SBSS), computers, system processors, Interactive Processing Facility, Query Language Processor, Supply System User Report Generator, and RPS processing.

## **SURVEY METHODOLOGY**

### Inventory Development

The data collection instrument for this occupational survey was USAF Job Inventory (JI) Air Force Personnel Test 90-645-013 dated June 1993. A tentative task list was prepared after reviewing current career ladder training documents, the previous OSR on the supply career field, and prior task list. This preliminary task list was refined and validated through interviews with 80 AFSC 645XX subject-matter experts at the following units:

3400 TCHTS, Lowry AFB CO  
60 SUPS, Travis AFB CA  
89 AW/LGS, Andrews AFB MD  
351 SUPS/LGS, Whiteman AFB MO  
SSC/LGS, Gunter AFB AL  
347 SUPS/CC, Moody AFB GA  
646 SUPS/LGS, Eglin AFB FL  
646 SUPG/DSS, Tinker AFB OK  
654 SUPS/DMS, Wright-Patterson AFB OH

The resulting JI contains 846 tasks grouped under 25 duty headings. There is also a background section which requests information on paygrade, job title, time in present job, time in service, job satisfaction, and duty section of assignment.

### Survey Administration

From September 1993 through February 1994, Military Personnel Flights at operational bases administered the inventory to stratified random samples of 21 percent of all eligible 2S0X1 and 2S0X3 personnel and all eligible AFSC 2S0X2 personnel. Eligible members were those who were not in transition for a permanent change of station, not retiring during the time inventories were administered to the field, and personnel who had been in their jobs longer than 6 weeks. Participants were selected from a computer-generated mailing list obtained from Headquarters Air Force Military Personnel Center, Randolph AFB TX.

Respondents were first asked to fill in an identification and biographical information section and answer a number of background questions. They were then instructed to go through the booklet and put a check mark beside each task they perform in their current job. When they completed this, they were asked to go back and indicate the relative amount of time they spent performing each task checked using a 9-point scale. The time-spent ratings ranged from 1 (a very small amount of time spent) to 9 (a very large amount).

A computer program calculated the relative percent time each respondent spent performing tasks by first totaling the ratings of all tasks marked, dividing the rating of each task by this total, and multiplying the result by 100. Percent time spent ratings from all respondents were combined and used with percent members performing values to describe various groups in the career ladder.

### Survey Sample

Personnel were selected to participate in this survey to ensure an accurate representation across major commands (MAJCOMs) and paygrades. Table 1 shows the MAJCOM representation of AFSC 2S0XX personnel following the merger and the survey sample were quite similar. Table 2 shows the paygrade distribution of the sample was also similar to the total population.

TABLE 1

#### MAJCOM DISTRIBUTION OF SAMPLE

<u>COMMAND</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
ACC	38	37
AMC	16	16
USAFE	12	14
PACAF	11	11
AETC	10	10
AFMC	7	7
SPACE	2	2

TABLE 2  
PAYGRADE DISTRIBUTION OF SAMPLE

<u>PAYGRADE</u>	<u>PERCENT OF ASSIGNED</u>	<u>PERCENT OF SAMPLE</u>
E-1 to E-3	27	17
E-4	24	25
E-5	24	29
E-6	13	16
E-7	9	10
E-8	2	2
E-9	1	1
AFSC 2S0X1/X3 Assigned		16,400
AFSC 2S0X1/X3 Eligible		14,725
AFSC 2S0X1/X3 in Sample		2,358
Percent of Assigned in Sample		14%
Percent of Eligible in Sample		16%
AFSC 2S0X2 Assigned		976
AFSC 2S0X2 Eligible		853
AFSC 2S0X2 in Sample		664
Percent of Assigned in Sample		68%
Percent of Eligible in Sample		79%

#### Task Factor Administration

Job descriptions alone do not provide sufficient data for making decisions about career ladder documents or training programs. Task factor information is needed for a complete analysis of the career ladder. To obtain the needed task factor data, selected senior NCOs (generally E-6 or E-7 technicians) also completed a training emphasis (TE) or task difficulty (TD) booklet. These booklets were processed separately from the JIs, and TE and TD data, where applicable, were used when analyzing other issues in this report.

Training Emphasis (TE). Training Emphasis is defined as the degree of emphasis that should be placed on each task for structured training of first-enlistment personnel. Structured training is training provided by resident technical schools, field training detachments, mobile training teams, formal on-the-job (OJT), or any other organized training method. Seventy-one experienced

premerger AFSC 2S0X1 and 2S0X3 NCOs rated tasks in the inventory on a 10-point scale ranging from 0 (no training needed) to 9 (extremely high). Overall agreement among the raters was acceptable. The average TE rating for these 71 raters was 2.13, with a standard deviation of 1.44. Tasks with a TE rating of 3.57 or greater are considered to have high AFSC 2S0X1 training emphasis. Fifty-nine experienced 2S0X2 NCOs also rated tasks in the inventory. Overall agreement among the raters was high. The average TE rating for these 59 raters was 1.07, with a standard deviation of 1.56. Tasks with a TE rating of 2.63 are considered to have high AFSC 2S0X2 training emphasis.

Task Difficulty (TD). TD is defined as the amount of time needed to learn to perform each task satisfactorily. One hundred and fifty-five experienced NCOs representing all three premerger career ladders rated the difficulty of the tasks in the inventory using a 9-point scale ranging from 1 (extremely low) to 9 (extremely high). These 155 raters had high agreement as to the difficulty of tasks on the inventory. TD ratings were adjusted so tasks of average difficulty have a value of 5.00, and a standard deviation of 1.00. Any task with a TD rating of 6.00 or above is considered difficult to learn.

When used in conjunction with the primary criterion of percent members performing, TD and TE ratings can provide insight into first-enlistment personnel training requirements. Such insights may suggest a need for lengthening or shortening entry-level training.

### **SPECIALTY JOBS (Career Ladder Structure)**

The first step in the analysis process is to identify the structure of the career ladder in terms of the jobs performed by the respondents. Comprehensive Occupational Data Analysis Programs (CODAP) assist by creating an individual job description for each respondent based on the tasks performed and relative amount of time spent on the tasks. A hierarchical clustering program compares all the individual job descriptions, locates those with the most similar tasks performed and time spent on tasks, and combines them to form a stage in the clustering sequence. In successive stages, new members are added to the initial group or new groups are formed based on the similarity of tasks performed and time spent. This process continues until as many respondents as possible are included a group.

The basic group used in the hierarchical clustering process is the Job. When two or more jobs have a substantial degree of similarity in tasks performed and time spent on tasks, they are grouped together and identified as a Cluster. The structure of the career ladder is then defined in terms of clusters of jobs and independent jobs.

### Overview of Specialty Jobs

Survey data show the Supply career field is very diverse. Based on the analysis of percent members performing tasks and the amount of time spent performing tasks, 15 clusters of jobs and 8 independent jobs, listed below, were identified. Titles of clusters and independent jobs identified from survey data matched most titles of elements in Standard Base Supply System (SBSS) flights (see Figure 1). Work performed by Munitions Management Elements and Fuels Management Flights, however, were not part of this study and are not addressed in this report.

Jobs in the Computer System Operations cluster were performed almost exclusively by AFSC 2S0X2 personnel, while jobs in other clusters and independent jobs were performed by both AFSC 2S0X1 and 2S0X3 respondents. It was interesting to note that all respondents performed about five common computer operations tasks, such as signing on and off terminals, maintaining standards of good housekeeping, using consolidated transaction histories, performing transaction histories, and reprocessing rejected inputs.

The clusters and independent jobs were clearly distinguished by the time respondents spent performing tasks associated with individual elements or functions of the career field. The stage (STG) number shown beside each title is a hierarchical clustering number assigned by CODAP, while the letter "N" stands for the number of respondents performing each cluster or independent job.

1. COMPUTER SYSTEM OPERATIONS CLUSTER (STG084, N=622)
2. TRAINING JOB (STG795, N=17)
3. RESEARCH JOB (STG641, N=10)
4. FUNDS MANAGEMENT JOB (STG724, N=12)
5. ANALYSIS CLUSTER (STG111, N=71)
6. SUPERVISORY CLUSTER (STG083, N=456)
7. INSPECTION CLUSTER (STG387, N=70)
8. RECEIVING CLUSTER (STG142, N=337)
9. READINESS MATERIEL CLUSTER (STG277, N=98)
10. RETAIL SALES CLUSTER (STG312, N=100)
11. CUSTOMER SERVICES JOB (STG673, N=24)



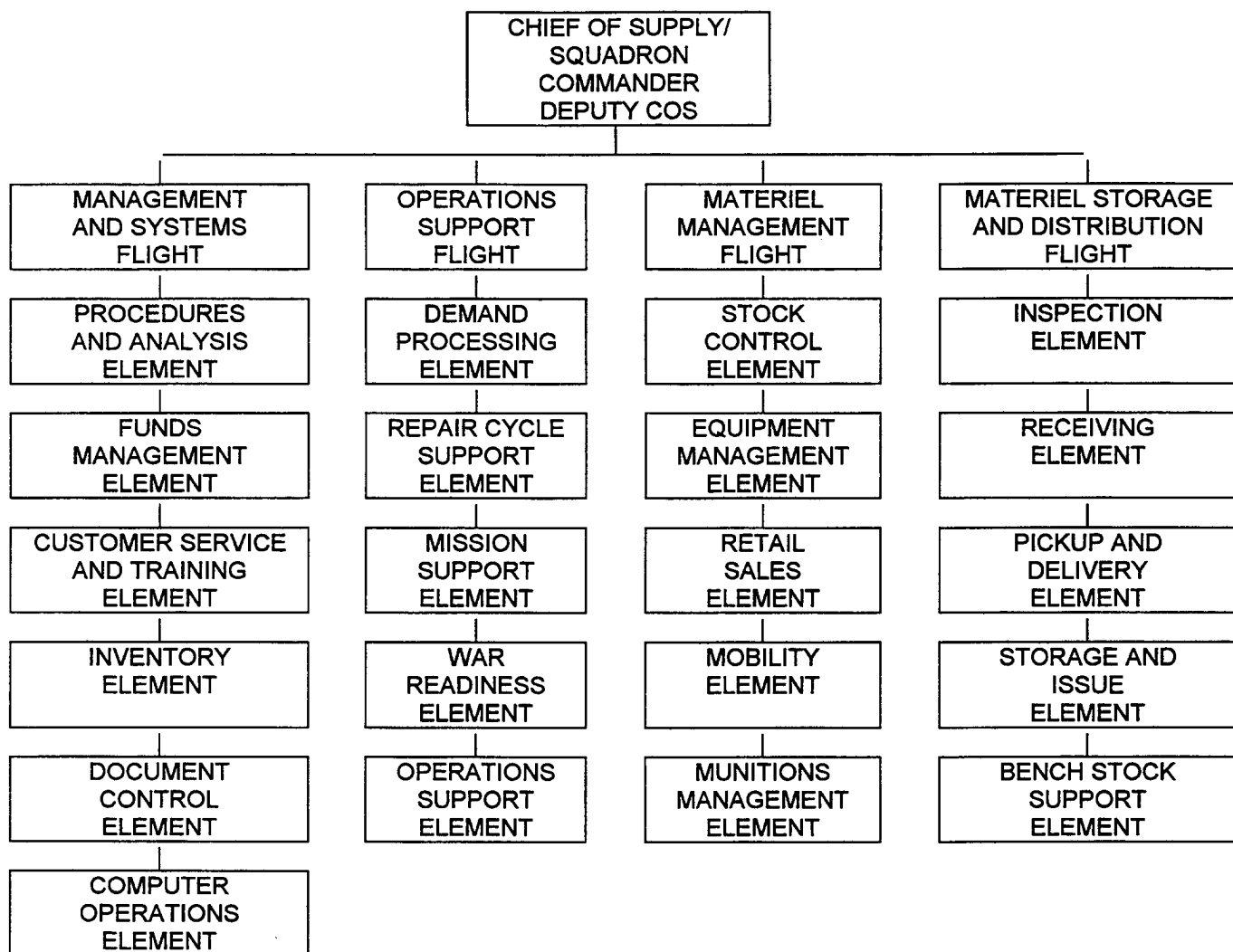


FIGURE 1  
ELEMENTS IN A SUPPLY SQUADRON

12. STOCK CONTROL CLUSTER (STG175, N=96)
13. DEMAND PROCESSING CLUSTER (STG127, N=43)
14. MISSION SUPPORT (MICAP) JOB (STG650, N=103)
15. RECORDS MAINTENANCE JOB (STG661, N=23)
16. BENCH STOCK CLUSTER (STG157, N=76)
17. MATERIEL CONTROL CLUSTER (STG405, N=44)
18. REPAIR CYCLE CLUSTER (STG125, N=62)
19. EQUIPMENT MANAGEMENT JOB (STG646, N=43)
20. INVENTORY JOB (STG705, N=58)
21. DOCUMENT CONTROL CLUSTER (STG492, N=35)
22. MOBILITY CLUSTER (STG212, N=59)
23. PICKUP AND DELIVERY CLUSTER (STG526, N=33)

Survey data show AFSC 2S0X1 respondents were rather diversified, as they performed most of the jobs identified in the career ladder structure, including Computer Systems Operations. AFSC 2S0X3 personnel were more specialized, as most performed only the Pickup and Delivery, Inspection, and Receiving jobs. AFSC 2S0X2 personnel were the most specialized, as 90 percent performed only the Computer System Operations jobs.

#### Group Descriptions

The following paragraphs contain brief descriptions of the clusters and independent jobs identified through the career ladder structure analysis. Appendix A lists representative tasks performed by members in each cluster and independent job. Table 3 displays time spent on duties, while Table 4 provides background information on members in each cluster and independent job. Percentages of time spent on a particular duty which best distinguishes a cluster or independent job are printed in bold type for easy reference. Selected background data which help distinguish between members of the jobs are also printed in bold type in Table 4.

TABLE 3

## AVERAGE PERCENT TIME SPENT ON DUTIES BY MEMBERS IN CAREER LADDER JOBS

DUTIES	COMPUTER OPS (STG084)	TRAINING (STG795)	RESEARCH (STG641)	FUNDS MGMT (STG724)	ANALYSIS (STG111)	SUPERVISORY (STG083)
A ORGANIZING AND PLANNING	4	7	3	4	14	17
B DIRECTING AND IMPLEMENTING	3	6	3	4	12	18
C INSPECTING AND EVALUATING	4	3	*	5	14	16
D TRAINING	2	77	*	*	2	8
E PERFORMING GENERAL SUPPLY FUNCTIONS	21	4	44	17	18	10
F PERFORMING SUPPLY FILES, PUBLICATIONS, OR REPORT FUNCTIONS	*	1	34	*	3	2
G PERFORMING PROCEDURES AND ANALYSIS FUNCTIONS	2	1	3	5	31	3
H PERFORMING FUNDS MANAGEMENT	*	0	0	59	*	*
I PERFORMING COMPUTER SYSTEM OPERATIONS - BASE LEVEL	62	0	1	0	4	1
J PERFORMING COMPUTER SYSTEM OPERATIONS - COMMAND LEVEL OR EQUIVALENT	1	0	0	0	*	*
K PERFORMING INVENTORY FUNCTIONS	*	0	0	0	*	*
L PERFORMING DOCUMENT CONTROL FUNCTIONS	*	0	1	*	*	*
M PERFORMING RECORDS MAINTENANCE FUNCTIONS	*	0	0	0	*	*
N PERFORMING CUSTOMER SERVICE UNIT (CSU) FUNCTIONS	*	*	2	2	*	*
O PERFORMING BENCH STOCK FUNCTIONS	*	0	0	0	*	1
P PERFORMING COMBAT OPERATIONS SUPPORT FUNCTIONS	*	0	1	0	*	5
Q PERFORMING RETAIL SALES FUNCTIONS	*	0	0	0	0	*
R PERFORMING EQUIPMENT MANAGEMENT FUNCTIONS	*	0	0	0	*	*
S PERFORMING STOCK CONTROL FUNCTIONS	*	0	0	2	*	1
T PERFORMING MISSION SUPPORT FUNCTIONS	*	0	2	0	0	*
U PERFORMING WAR READINESS MATERIEL (WRM) FUNCTIONS	*	0	0	0	*	*
V INSPECTING, IDENTIFYING, AND CLASSIFYING PROPERTY	*	0	0	0	*	1
W RECEIVING, ISSUING, STORING, AND DISTRIBUTING PROPERTY	*	0	3	0	*	5
X PERFORMING MATERIEL CONTROL OR UNIT SUPPLY FUNCTIONS	*	0	2	*	*	3
Y PERFORMING SUPPLY MOBILITY FUNCTIONS	*	*	0	0	*	*

\* Denotes less than 1 percent

TABLE 3 (CONTINUED)

## AVERAGE PERCENT TIME SPENT ON DUTIES BY MEMBERS IN CAREER LADDER JOBS

DUTIES	INSPECTION (STG387)	RECEIVING (STG142)	READINESS MATERIEL (STG277)	RETAIL SALES (STG312)	CUSTOMER SVCS (STG673)	STOCK CTRL (STG175)
A ORGANIZING AND PLANNING	5	5	6	4	4	5
B DIRECTING AND IMPLEMENTING	5	6	8	6	5	6
C INSPECTING AND EVALUATING	6	5	4	4	1	5
D TRAINING	4	3	3	3	1	3
E PERFORMING GENERAL SUPPLY FUNCTIONS	16	13	11	14	37	23
F PERFORMING SUPPLY FILES, PUBLICATIONS, OR REPORT FUNCTIONS	3	*	1	1	4	1
G PERFORMING PROCEDURES AND ANALYSIS FUNCTIONS	1	*	*	*	2	2
H PERFORMING FUNDS MANAGEMENT	*	*	*	*	*	*
I PERFORMING COMPUTER SYSTEM OPERATIONS - BASE LEVEL	*	*	*	*	*	1
J PERFORMING COMPUTER SYSTEM OPERATIONS - COMMAND LEVEL OR EQUIVALENT	0	*	0	*	0	*
K PERFORMING INVENTORY FUNCTIONS	*	*	2	2	*	*
L PERFORMING DOCUMENT CONTROL FUNCTIONS	*	*	*	*	*	*
M PERFORMING RECORDS MAINTENANCE FUNCTIONS	*	*	*	*	*	*
N PERFORMING CUSTOMER SERVICE UNIT (CSU) FUNCTIONS	*	*	*	1	30	2
O PERFORMING BENCH STOCK FUNCTIONS	*	*	*	*	2	*
P PERFORMING COMBAT OPERATIONS SUPPORT FUNCTIONS	*	1	2	*	1	*
Q PERFORMING RETAIL SALES FUNCTIONS	*	*	*	47	*	*
R PERFORMING EQUIPMENT MANAGEMENT FUNCTIONS	*	*	*	*	*	*
S PERFORMING STOCK CONTROL FUNCTIONS	*	*	*	*	*	47
T PERFORMING MISSION SUPPORT FUNCTIONS	*	*	*	*	8	*
U PERFORMING WAR READINESS MATERIEL (WRM) FUNCTIONS	*	*	40	*	*	*
V INSPECTING, IDENTIFYING, AND CLASSIFYING PROPERTY	47	2	2	2	*	*
W RECEIVING, ISSUING, STORING, AND DISTRIBUTING PROPERTY	8	56	13	11	*	*
X PERFORMING MATERIEL CONTROL OR UNIT SUPPLY FUNCTIONS	*	1	1	*	1	*
Y PERFORMING SUPPLY MOBILITY FUNCTIONS	*	*	1	*	*	*

\* Denotes less than 1 percent

TABLE 3 (CONTINUED)

## AVERAGE PERCENT TIME SPENT ON DUTIES BY MEMBERS IN CAREER LADDER JOBS

DUTIES	DEMAND PROCESS (STG127)	MICAP (STG650)	RECORDS MAINT (STG661)	BENCH STOCK (STG157)	MATERIEL CTRL (STG405)	REPAIR CYCLE (STG125)
A ORGANIZING AND PLANNING	5	4	4	5	4	2
B DIRECTING AND IMPLEMENTING	10	4	5	8	3	3
C INSPECTING AND EVALUATING	5	2	3	3	2	1
D TRAINING	4	2	3	3	1	1
E PERFORMING GENERAL SUPPLY FUNCTIONS	20	16	18	15	15	15
F PERFORMING SUPPLY FILES, PUBLICATIONS, OR REPORT FUNCTIONS	6	2	7	2	6	1
G PERFORMING PROCEDURES AND ANALYSIS FUNCTIONS	*	*	3	*	*	*
H PERFORMING FUNDS MANAGEMENT	*	*	*	*	*	*
I PERFORMING COMPUTER SYSTEM OPERATIONS - BASE LEVEL	2	1	*	*	*	*
J PERFORMING COMPUTER SYSTEM OPERATIONS - COMMAND LEVEL OR EQUIVALENT	0	0	0	0	*	*
K PERFORMING INVENTORY FUNCTIONS	*	*	*	1	*	*
L PERFORMING DOCUMENT CONTROL FUNCTIONS	2	*	*	*	1	1
M PERFORMING RECORDS MAINTENANCE FUNCTIONS	3	*	47	*	*	*
N PERFORMING CUSTOMER SERVICE UNIT (CSU) FUNCTIONS	2	1	2	*	1	1
O PERFORMING BENCH STOCK FUNCTIONS	*	*	*	41	4	1
P PERFORMING COMBAT OPERATIONS SUPPORT FUNCTIONS	22	8	3	6	22	43
Q PERFORMING RETAIL SALES FUNCTIONS	1	*	0	*	1	2
R PERFORMING EQUIPMENT MANAGEMENT FUNCTIONS	*	*	*	*	*	*
S PERFORMING STOCK CONTROL FUNCTIONS	2	7	*	*	3	*
T PERFORMING MISSION SUPPORT FUNCTIONS	6	47	*	2	3	*
U PERFORMING WAR READINESS MATERIEL (WRM) FUNCTIONS	1	*	0	*	*	*
V INSPECTING, IDENTIFYING, AND CLASSIFYING PROPERTY	*	*	*	*	*	2
W RECEIVING, ISSUING, STORING, AND DISTRIBUTING PROPERTY	3	1	*	5	3	17
X PERFORMING MATERIEL CONTROL OR UNIT SUPPLY FUNCTIONS	4	2	*	3	24	3
Y PERFORMING SUPPLY MOBILITY FUNCTIONS	*	*	*	*	0	0

\* Denotes less than 1 percent

TABLE 3 (CONTINUED)

## AVERAGE PERCENT TIME SPENT ON DUTIES BY MEMBERS IN CAREER LADDER JOBS

DUTIES	EQUIP MAINT (STG646)	INVENTORY (STG705)	DOCUMENT CONTROL (STG492)	MOBILITY (STG212)	PICK-UP DELIVERY (STG526)
A ORGANIZING AND PLANNING	6	4	5	8	3
B DIRECTING AND IMPLEMENTING	7	5	5	9	2
C INSPECTING AND EVALUATING	4	3	4	6	2
D TRAINING	5	3	2	4	*
E PERFORMING GENERAL SUPPLY FUNCTIONS	20	24	24	4	7
F PERFORMING SUPPLY FILES, PUBLICATIONS, OR REPORT FUNCTIONS	5	*	2	3	*
G PERFORMING PROCEDURES AND ANALYSIS FUNCTIONS	*	2	*	*	0
H PERFORMING FUNDS MANAGEMENT	*	*	0	*	0
I PERFORMING COMPUTER SYSTEM OPERATIONS - BASE LEVEL	1	*	2	*	0
J PERFORMING COMPUTER SYSTEM OPERATIONS - COMMAND LEVEL OR EQUIVALENT	0	*	*	*	0
K PERFORMING INVENTORY FUNCTIONS	*	53	2	*	0
L PERFORMING DOCUMENT CONTROL FUNCTIONS	*	2	50	*	*
M PERFORMING RECORDS MAINTENANCE FUNCTIONS	*	*	*	0	*
N PERFORMING CUSTOMER SERVICE UNIT (CSU) FUNCTIONS	1	*	*	*	*
O PERFORMING BENCH STOCK FUNCTIONS	0	*	0	*	3
P PERFORMING COMBAT OPERATIONS SUPPORT FUNCTIONS	*	*	*	*	*
Q PERFORMING RETAIL SALES FUNCTIONS	*	0	0	2	*
R PERFORMING EQUIPMENT MANAGEMENT FUNCTIONS	46	*	*	*	0
S PERFORMING STOCK CONTROL FUNCTIONS	*	*	0	*	0
T PERFORMING MISSION SUPPORT FUNCTIONS	0	0	0	0	0
U PERFORMING WAR READINESS MATERIEL (WRM) FUNCTIONS	0	*	0	2	0
V INSPECTING, IDENTIFYING, AND CLASSIFYING PROPERTY	0	*	*	2	*
W RECEIVING, ISSUING, STORING, AND DISTRIBUTING PROPERTY	*	1	*	11	78
X PERFORMING MATERIEL CONTROL OR UNIT SUPPLY FUNCTIONS	*	*	*	*	*
Y PERFORMING SUPPLY MOBILITY FUNCTIONS	*	*	0	45	*

TABLE 4

## BACKGROUND DATA ON MEMBERS OF SPECIALTY JOBS

	COMPUTER OPS (STG084)	TRAINING (STG795)	RESEARCH (STG641)	FUNDS MGMT (STG724)	ANALYSIS (STG111)	SUPERVISORY (STG083)	INSPECTION (STG387)	RECEIVING (STG142)
NUMBER IN STAGE	622	17	10	12	71	456	70	337
AVERAGE TASKS	89	38	9	37	52	93	70	48
<u>DAFSC DISTRIBUTION</u>								
2S031	0	0	60%	0	1%	2%	0	4%
2S051	2%	47%	30%	50%	20%	21%	1%	5%
2S071	1%	35	0	42%	46%	35%	0	2%
2S032	2%	0	0	0	0	0	0	0
2S052	53%	0	0	0	1%	0	0	0
2S072	41%	0	0	0	21%	2%	0	0
2S033	0	0	0	0	0	1%	4	31%
2S053	0	12%	10%	0	0	7%	57%	40%
2S073	0	6%	0	8%	4%	14%	36%	18%
2S090	0	0	0	0	4%	11%	1%	0
2S000	0	0	0	0	1%	7%	0	0
<u>PAYGRADE</u>								
AIRMAN	0	0	80%	8%	0	3%	2%	35%
E-4	20%	24%	20%	8%	8%	9%	29%	27%
E-5	45%	47%	0	58%	41%	24%	36%	23%
E-6	24%	29%	0	17%	18%	18%	21%	11%
E-7	11%	0	0	8%	30%	23%	11%	4%
E-8	0	0	0	0	3%	11%	0	0
E-9	0	0	0	0	0	6%	0	0
MONTHS IN JOB	36	16	7	24	15	21	16	17
MONTHS TAFMS	89 TICF	122	25	118	154	176	128	79

TABLE 4 (CONTINUED)

## BACKGROUND DATA ON MEMBERS OF SPECIALTY JOBS

	READINESS MATERIEL (STG277)	RETAIL SALES (STG312)	CUSTOMER SVCS (STG673)	STOCK CONTROL (STG175)	DEMAND PROCESS (STG127)	MICAP (STG650)	RECORDS MAINT (STG661)	BENCH STOCK (STG157)	MATERIEL CONTROL (STG405)
NUMBER IN STAGE	98	100	24	96	43	103	23	76	44
AVERAGE TASKS	55	52	29	46	35	42	41	37	47
<u>DAFSC DISTRIBUTION</u>									
2S031	12%	23%	13%	16%	28%	18%	13%	14%	9%
2S051	38%	31%	54%	48%	49%	58%	65%	32%	75%
2S071	20%	11%	25%	32%	21%	18%	4%	14%	14%
2S032	0	0	0	0	0	0	0	0	0
2S052	0	0	0	0	0	0	0	0	0
2S072	0	0	0	0	0	0	0	0	0
2S033	10%	14%	0	0	0	2%	4%	14%	0
2S053	16%	13%	8%	3%	0	3%	4%	22%	0
2S073	3%	7%	0	0	2%	0	9%	3%	2%
2S090	0	1%	0	1%	0	0	0	0	0
2S000	0	0	0	0	0	0	0	0	0
<u>PAYGRADE</u>									
AIRMAN									
E-4	24%	38%	21%	21%	35%	24%	13%	34%	20%
E-5	35%	29%	33%	30%	26%	42%	48%	34%	48%
E-6	19%	21%	38%	31%	30%	23%	35%	21%	20%
E-7	13%	7%	8%	17%	9%	7%	4%	9%	7%
E-7	8%	5%	0	1%	0	5%	0	1%	5%
E-8	0	0	0	0	0	0	0	0	0
E-9	0	0	0	0	0	0	0	0	0
MONTHS IN JOB	18	13	8	11	12	15	19	19	21
MONTHS TAFMS	86	77	86	91	74	82	83	76	90



TABLE 4 (CONTINUED)

## BACKGROUND DATA ON MEMBERS OF SPECIALTY JOBS

	REPAIR CYCLE (STG125)	EQUIP MAINT (STG646)	INVENTORY (STG705)	DOCUMENT CONTROL (STG492)	MOBILITY (STG212)	PICK-UP DELIVERY (STG526)
NUMBER IN STAGE	62	43	58	35	59	33
AVERAGE TASKS	35	40	35	32	40	11
<u>DAFSC DISTRIBUTION</u>						
2S031	29%	12%	14%	23%	10%	0
2S051	40%	72%	41%	51%	27%	0
2S071	8%	16%	14%	17%	20%	0
2S032	0	0	0	0	0	0
2S052	0	0	0	0	0	0
2S072	0	0	0	0	0	0
2S033	6%	0	2%	6%	7%	73%
2S053	15%	0	19%	3%	19%	27%
2S073	2%	0	9%	0	17%	0
2S090	0	0	0	0	0	0
2S000	0	0	0	0	0	0
<u>PAYGRADE</u>						
AIRMAN	50%	9%	19%	37%	18%	82%
E-4	32%	53%	38%	40%	27%	12%
E-5	18%	26%	28%	14%	27%	6%
E-6	0	7%	9%	9%	15%	0
E-7	0	5%	7%	0	12%	0
E-8	0	0	0	0	0	0
E-9	0	0	0	0	0	0
MONTHS IN JOB	14	12	16	8	19	11
MONTHS TAEMS	51	83	98	68	113	34

1. COMPUTER SYSTEM OPERATIONS CLUSTER (STG084, N=622). These jobs were performed by 90 percent of all AFSC 2S0X2 Supply System Analyst respondents. Members cross-train into this specialty from the 2S0X1 ladder after earning the 5-skill level and having at least 3 years experience. There were, however, 18 prior AFSC 2S0X1 respondents who indicated they performed this work - obviously working out of their specialty. The work is somewhat focused, as members performed an average of only 89 tasks, spending 62 percent of their duty time on base level computer system operations. This includes managing automated data processing equipment (ADPE) functions; distributing products; and performing a number of analysis, coordination, programming, and data base functions. Personnel who perform these jobs are distinguished by the time they spend performing the following tasks:

- print reports
- utilize system control key-ins (CONS)
- process reports, twilights, or utility programs
- transfer files or programs to or from mainframe and microcomputers
- distribute computer printouts or products
- initialize pseudoreader processing
- initialize or reinitialize remotes
- process file status, releveing, or follow-ups
- process console inputs
- generate integrated recovery unit (IRU) dumps

Since personnel cross-train into this specialty, respondents in the cluster were somewhat more senior. They were in paygrades E-4 through E-7, 55 percent held the 5-skill level, and another 43 percent held the 7-skill level. Eighty-four percent indicated they were assigned to a computer operations center, while 3 percent worked in a command level position.

Survey data show there were five distinct jobs in the cluster. Seventy percent of all respondents in the cluster performed the one basic job of the AFSC 2S0X2 specialty, spending 69 percent of their duty time performing base level computer operations. The job involved an average of 104 tasks dealing with basic computer processing functions, printing and distributing reports, analyzing errors, and making corrections to programs and runstreams. Almost all respondents reported job title of either Computer Operator or Computer Technician.

Two jobs were performed by about 40 respondents each. One job was quite focused, as members performed only 31 tasks dealing with processing reports, twilights, utility programs, end-of-night actions, day images, and console inputs, and printing reports. The most junior personnel in the career ladder did this. Members of the other job had twice the time in the career ladder and were more involved with installing, setting up, and maintaining microcomputers and peripherals. They called themselves NCOIC of Small or Microcomputers, Small Computer Manager, or Microcomputer Support Technicians.

Members of the fourth job performed many common computer operations tasks, but were distinguished by the time they spent conducting local classroom training, developing training aids, and planning training programs. As these were only AFSC 2S0X2 respondents, it is obvious they were the local training personnel for the Supply System Analysis career ladder.

Members of the final job were at a headquarters level. They had the broadest job, performing an average of 127 tasks. They were the most senior personnel and nearly all held the 7-skill level. About half reported being assigned at the MAJCOM staff level and half to a standard center or section. They were distinguished by the time they spent testing and releasing programs, making changes to Air Force or MAJCOM programs, developing work-around procedures, and developing amendments to AFM 67-1.

The jobs in the Computer System Operations cluster will continue to be performed primarily by AFSC 2S0X2 personnel. A few members of the new AFSC 2S0X1 may work in computer operations jobs as they did before the merger, but this will be the exception.

Some of the remaining clusters and jobs identified in the career ladder structure analysis were performed by only premerger AFSC 2S0X1 personnel, while others, such as the Pickup and Delivery, Inspection, and Receiving clusters were performed by only premerger AFSC 2S0X3 personnel. The rest were performed by members of both career ladders. Now all the work of the Supply Management career ladder is performed by AFSC 2S0X1 personnel. For references purposes, the discussions of the individual clusters and jobs below will indicate the AFSC of the members performing the work at the time of the survey. While the AFSCs of those performing the jobs has changed, the work should remain the same in the merged specialty.

2. TRAINING JOB (STG795, N=17). Training newly assigned supply personnel and providing continuing training is an important function in the Supply Management career ladder. There were 17 respondents who indicated they had this responsibility. Fourteen were prior AFSC 2S0X1 and 3 were AFSC 2S0X3. What distinguished this job is that respondents spent 77 percent of their job time on training duties and only about 3 percent on other supply duties. It is apparent these were the local trainers for the supply system as they not only developed and conducted local classroom instruction, but were involved in all aspects of OJT and managing overall training programs. Training personnel were distinguished by the time they spent performing the following tasks:

- advise unit staff personnel on training matters
- administer or score tests
- evaluate effectiveness of training programs
- counsel trainees on training progress
- schedule training sessions, other than OJT
- maintain training aids or devices

Ten of the 17 members with the job held the 5- or 7-skill level. Training personnel were fairly experienced as they averaged 9 years in the career ladder. Almost all were assigned to a training unit. This will remain a job performed by only current AFSC 2S0X1 personnel.

3. RESEARCH JOB (STG641, N=10). This appeared to be an entry-level job that entailed an average of only nine tasks, fewer tasks than any other job in either career ladder. The work was very focused, as airmen with the job spent 43 percent of their duty time performing general supply functions and additional 34 percent with file, publications, and reports functions. Most members worked in a research section, while the rest were assigned to a demand processing unit. The work included using computers to retrieve data, maintaining suspense files, and researching catalogs for product data. What distinguished this job from all others is the time members spent performing the following tasks:

- establish or maintain DD Forms 1348-6 suspense files
- research catalogs or technical publications for item identification or indicative data
- retrieve contract information from base contracting automated systems (BCASs)
- process emergency walk-throughs
- process issue requests through SBSS functions

As mentioned, this appeared to be an entry-level job, as 8 of the 10 members were in paygrades E-1 to E-4, they averaged only 25 months TAFMS, and had only 7 months on the job. Six were DAFSC 2S031, three were DAFSC 2S051, and the last was DAFSC 2S053.

4. FUNDS MANAGEMENT JOB (STG724, N=12). The Funds Management job was also a rather focused job performed by only AFSC 2S0X1 personnel before the merger. The 12 respondents performed an average of 37 tasks and were distinguished because they spent 59 percent of their time on funds management functions. This included resolving customer concerns, compiling data for analyses, and various other fiscal tasks. Airmen with this job were clearly distinguished from members in the other jobs by the time they spent performing the following funds management tasks:

- analyze daily and monthly financial listing
- manage general support, system support, or repairable support stock fund moneys
- resolve funding problems with supply customers
- compile historical data for trend analysis
- coordinate stock fund actions with accounting and finance

monitor local purchase, received not billed (RNB), or research  
and follow-up listing  
develop or manage stock fund operating programs

The work was performed by fairly experienced personnel. Six of the 12 were DAFSC 2S051, 5 were 2S071, and 1 was 2S073. The respondents averaged 9 years TAFMS, they had been on the job 2 years, and all but one worked in a funds management section.

5. ANALYSIS CLUSTER (STG111, N=71). This was also work performed by mostly AFSC 2S0X1 personnel. The jobs were distinguished from all others because respondents spent 31 percent of their duty time performing procedures and analysis functions, more time than airmen in any other jobs in the career ladder. This included analyzing data and graphic displays, conducting analysis and surveillance visits, and a number of inspections activities. The focus of the work is clearly shown by the following representative tasks that members spent most time performing:

analyze statistical supply data to determine supply effectiveness or  
deficiencies  
conduct periodic procedures and analysis visits  
plan or prepare briefings  
perform annual internal surveillance visits on functions of supply  
organizations  
maintain trend charts  
conduct annual reviews of local supply supplements  
develop self-inspection or internal surveillance programs

There were two separate jobs identified within the cluster. One job, performed by just a few of the respondents, was more focused as members performed an average of only 32 tasks. They spent more time analyzing data and performing trend analysis. The other job, performed by most of the respondents, was far broader and involved inspection and evaluation functions and some supervisory responsibilities.

The jobs were performed by 47 AFSC 2S0X1, 16 AFSC 2S0X2, and 7 AFSC 2S0X3 respondents. Personnel ranged in paygrade from E-5 through E-8, averaged almost 13 years in the career ladder, and most were assigned to an analysis section. The more experienced airmen performed the second, broader job.

6. SUPERVISORY CLUSTER (STG083, N=456). As with most career ladders, there was a large number of respondents who performed a mixture of both technical and supervisory tasks. Members in this cluster of supervisory jobs spent at least half of their duty time

directing and implementing, organizing and planning, inspecting and evaluating, and managing training. Included in this were typical supervisory tasks dealing with counseling, establishing work assignments, conducting performance feedback sessions, and writing EPRs. These personnel were clearly first-line supervisors. The following are the common supervisory tasks all members of the cluster performed:

- participate in staff meetings, council meetings, briefings,  
conferences, or workshops, other than training conferences
- determine work priorities
- counsel subordinates on personal or military-related matters
- write EPRs
- establish work performance standards for subordinates
- develop work methods or procedures
- inspect personnel for compliance with military standards
- conduct performance feedback worksheet sessions

There were 11 distinct jobs identified within the cluster which were distinguished by the time the members of each spent performing tasks related to a specific supply function or work area. For example, there were separate supervisory jobs identified in the operations support, materiel storage and disposal, materiel management, and management and systems flights. They were distinguished separately because of the time the members spent performing technical tasks related to the flight. Survey data also showed there were differences in experience level and average number of technical tasks members of the various supervisory jobs performed.

The supervisory jobs will probably not change as a result of the merger. Airmen in the Supply Management career ladder will continue to be supervised by primarily senior AFSC 2S0X1 personnel, while senior AFSC 2S0X2 personnel will supervise the Supply System Analysis career ladder.

7. INSPECTION CLUSTER (STG387, N=70). The two jobs in this cluster were performed almost exclusively by AFSC 2S0X3 personnel. Respondents with the jobs performed an average of 70 tasks and spent 47 percent of their time inspecting, identifying, and classifying property, more time than members of any other clusters or jobs. They determined the condition of turned-in materiel and tagged it, documented the history of the items, performed reinspections of stored materiel, and inspected items to be sure TCTOs were complied with. These jobs were distinguished by the time members spent performing the following tasks:

- prepare property labels or tags
- compare identity, condition, or status of property with information  
contained on receiving documents or tags

- initiate or process transaction identification code (TRIC) condition  
FCC or identify FCH changes
- assign condition codes
- condemn items
- research organizational refusals of property
- annotate or mark reinspections or cure dates on supplies or equipment

Most personnel in the cluster were in paygrades E-4 through E-6, 57 percent held the 5-skill level, 36 percent held the 7-skill level, and one was a 9-skill level. Nearly all were assigned to an inspection section. They reported job titles of Inspector, Supply Inspector, or NCOIC Inspection.

Survey data showed there were two separate jobs in the cluster. One job was performed by less experienced airmen, involved an average of only 23 tasks, and was more focused on determining the condition of property items and initiating paperwork. This was obviously the job for newer personnel. More experienced personnel had a much broader job, which included an average of 87 tasks. This included more inspection and documentation tasks. The merger should not change these jobs.

8. RECEIVING CLUSTER (STG142, N=337). One major responsibility of Supply Management personnel is to receive and disburse equipment, supplies, and expendables used by all organizations on an Air Force base. A warehouse on each base is usually where all incoming and outgoing shipments are processed and through which all requested materials are disbursed. A cluster of jobs related to these functions, performed by a fairly large number of mainly 2S0X3 respondents, was identified. Fifty-six percent of duty time focused on receiving functions, such as accepting property, offloading materials, checking items against shipping documents, putting items in proper places in the warehouse, and completing the necessary documentation. Most respondents worked in either a receiving or a receiving and distribution section. The jobs in this cluster were distinguished by the time members spent performing these receiving, issuing, and storing tasks:

- accept or receive property
- compare physical count with information contained in receiving  
documents, such as tags, labels, or markings
- in check property
- place property in warehouse bins, racks, or bays
- examine property received for damage
- file notices to stock and no-warehouse locations
- process receipts
- examine containers to see that they are properly closed, banded, or  
sealed

These jobs were performed by fairly junior personnel as 62 percent of the respondents were in paygrades E-1 through E-4, 35 percent held the 3-skill level, and they averaged a little over 6 years TAFMS. There were also a few more senior personnel who had some additional supervisory responsibilities.

Six individual jobs were identified in this cluster. Members of the jobs performed a core of similar receiving tasks, but were distinguished by the emphasis on tasks related to working in a receiving section, working in a storage and distribution section, performing only warehousing activities, or dealing with readiness materiel.

The merger will not affect the work done by personnel in these jobs. It will probably continue to be performed by entry-level AFSC 2S0X1 personnel.

9. READINESS MATERIEL CLUSTER (STG277, N=98). Respondents in this cluster of three jobs were distinguished from other respondents by the time they spent performing typical supply functions on WRMs. In fact, they spent 40 percent of their time on these functions, plus additional 13 percent on receiving, issuing, storing and distribution tasks related to WRM. What they did was not too much different than what respondents in several other jobs did, but the materiel they dealt with is what made this job distinctive. Tasks they performed were related specifically to receiving, storing, warehousing, inspecting, and issuing WMR materiel. The focus of the work is clearly shown by the following tasks respondents spent most time performing:

- assemble war readiness spare kits (WRSKs) or readiness spares packages (RSPs) assets
- store WRSK or RSP assets
- issue WRSK or RSP assets
- process WRSK or RSP TINs
- process transactions to load, delete, or change details
- maintain WRM listings
- conduct WRSK or RSP reconciliations
- maintain running inventories on WRSK or RSP assets

Survey data showed there were three distinct jobs in the cluster. Members in all three performed many common war readiness materiel tasks, but were distinguished by the time they spent on either supervisory tasks or other specific tasks. Approximately one third of the respondents performed a mixture of war readiness and typical supervisory tasks, such as directing work activities, writing EPRs, and writing recommendations for awards. Another third of the members spent more time performing tasks related to warehousing war readiness materiel. The last third had a more focused job and spent more time preparing WRM materiel for deployments and handling the associated paperwork.



Personnel performing the jobs were somewhat junior personnel, as they averaged just over 7 years in the service, a third were in their first enlistment, and 59 percent were in paygrades E-1 through E-4. Twenty-two percent held the 3-skill level and 54 percent held the 5-skill level.

10. RETAIL SALES CLUSTER (STG312, N=100). Personnel performing these jobs are responsible for directly selling or issuing tools, equipment, or expendable supplies through either a base service store or an individual equipment element (IEE). Respondents in the cluster reported spending 47 percent of their time on these functions. This included dealing directly with customers, maintaining base automated service store files, and maintaining authorization lists. The focus on retail sales is clearly shown by the following representative tasks members with the jobs spent most time performing:

- provide retail sales counter service to customers
- process back orders or due-outs
- notify customers for pickup
- issue or TIN personal retention and organizational items
- issue bulk items
- process incoming or outgoing clearances
- maintain base automated service store (BASS) or automated individual equipment unit (IEU) data files
- return property to stock when not picked up by customer

Respondents in this cluster averaged just over 6 years TAFMS, 37 percent held the 3-skill level, 44 percent held the 5-skill level and about half were in their first enlistment. Sixty-five were AFSC 2S0X1 and 45 were 2S0X3.

Survey data showed there were three jobs in the cluster, which differed only by the number of tasks respondents performed. Thirty-nine respondents performed an average of 82 tasks, 11 more junior personnel performed only 17 tasks, while the last 46 respondents performed an average of 36 tasks. Most members of the first two jobs reported they were assigned to a retail sales element, while most members of the third job were assigned to an IEE.

11. CUSTOMER SERVICES JOB (STG673, N=24). Twenty-four respondents indicated they worked in a customer services unit, the single point for dealing with customer complaints and questions. They spent 37 percent of their time on general supply functions and an additional 30 percent on customer service unit functions. It was the time members spent on the customer services tasks, such as checking status of due-ins and due-outs, dealing with customers, and handling purchase orders which distinguished this job from all others in the career field. The following tasks are those which members spent most time performing and which distinguished this job:

- interpret inquiries for current status of due-ins and due-outs
- brief customers on supply procedures
- notify customers of actions taken on complaints, problems, or inquiries
- process emergency walk-throughs
- manage SF 44 (Purchase Order-invoice Voucher) emergency walk-throughs
- reprocess rejected inputs
- retrieve contract information from BCASs
- provide information to procedures and analysis branch concerning CSU trend analysis

Nearly all respondents with the job held AFSC 2S0X1, over half held the 5-skill level, and nearly all were in paygrades E-1 through E-5. The job involved an average of only 29 tasks.

12. STOCK CONTROL CLUSTER (STG175, N=96). Supply personnel with these jobs provide Materiel Management Officers with data reflecting how effectively and efficiently the supply system is operating, alerting them to the presence of any unusual circumstances, and reporting trends in stock control. What distinguished respondents in this cluster is they spent 47 percent of their time performing stock control functions, more time than respondents in any other cluster or job. This is shown by the following tasks members in the cluster spent most time performing:

- input requisition status
- initiate requisition follow-up actions
- prepare or process inputs for cancellations
- research reasons for requisition cancellations
- prepare or process status inputs
- prepare special requisitions
- prepare inputs to load, change, or delete exception codes for excesses, issues, requisitions, or shipments

AFSC 2S0X1 personnel who performed this work averaged 7 and 1/2 years TAFMS. Half were in paygrades E-1 through E-4, a third were in paygrade E-5, and the rest were E-6. Very few held the 3-skill level as most were 5- and 7-skill level. All were assigned to a stock control section.

Survey data showed there were three rather similar jobs in the cluster. The first represented the basic stock control job. Members performed an average of 65 tasks and held the 5- or 7-skill level. There were 13 other respondents who performed a mixture of stock control and supervisory tasks. Finally there were 27 more junior personnel in paygrades E-2 through E-4 who performed an average of only 25 of the common stock control tasks.

13. DEMAND PROCESSING CLUSTER (STG127, N=43). Personnel performing jobs in this cluster are responsible to a Combat Operations Support Officer to act as the primary point for preparing and submitting issue requests received for expendable supplies. They also maintain suspense systems for tracking processing and initiate verification of killed requests. Respondents with these jobs reported they spent 22 percent of their time on combat operations support functions, 20 percent on general supply functions, and 10 percent directing and implementing aspects of the career ladder. This work is rather focused as members performed an average of only 35 tasks, which included the following tasks members in the cluster spent most time performing:

- obtain verification of urgency of need designator (UND) A and B
- requests when items are not available to issue
- direct demand processing functions
- establish or maintain DD Forms 1348-6 suspense files
- process issue requests through SBSS functions
- prepare inputs to load, change, or delete part number records
- process emergency walk-throughs
- monitor management notices

These jobs were performed by fairly junior AFSC 2S0X1 respondents who averaged just over 6 years TAFMS. Forty-four percent were in their first enlistment, 61 percent were in paygrades E-1 through E-4, but almost half held the 5-skill level. Forty-two percent indicated they had supervisory responsibilities.

There were two jobs in the cluster. There were more junior personnel who performed a more focused job which involved an average of only 26 tasks and a more senior group who performed an average of 51 combat operations support and supervisory tasks.

14. MISSION SUPPORT (MICAP) JOB (STG650, N=103). The responsibilities of personnel performing this job are to requisition and control all mission capability (MICAP) needs and perform the necessary reporting. This also includes establishing procedures for coordinating between supply and maintenance activities to ensure MICAP data are valid. The 103 respondents with this job spent 47 percent of their job time on these activities. The focus of the work is clearly shown by the following tasks members spent most time performing:

- coordinate with MICAP requirements with depots and lateral support bases
- process MICAP lateral support requests or shipments
- process MICAP lateral support requests or shipments
- load MICAP status
- process or monitor MICAP requirements
- perform post-post requisitioning
- coordinate on MICAP data with maintenance activities

Respondents performing the MICAP job averaged 7 years TAFMS, most were in AFSC 2S0X1, over half held the 5-skill level, and nearly all were in paygrades E-1 through E-5. Almost all reported being assigned to a mission support work area.

15. RECORDS MAINTENANCE JOB (STG661, N=23). There were a small number of respondents who indicated they were assigned to a records maintenance section. The job is rather focused as respondents performed an average of 41 tasks and spent 47 percent of their time performing records maintenance functions, plus an additional 18 percent on general supply functions. As shown by the tasks members spent most time performing listed below, the work focused on maintaining various listings and monitoring files and notices.

- prepare, process, or review indicative data changes
- monitor stock number user directory (SNUD) rejects
- maintain delivery destination listings
- process organizational load requests
- prepare inputs to load, change, or delete phrase records
- establish locally assigned interchangeable substitute grouping (ISG) relationships

The work was performed by mostly AFSC 2S0X1 respondents who held the 5-skill level. Almost half were in paygrade E-4, with another 35 percent in paygrade E-5.

16. BENCH STOCK CLUSTER (STG157, N=76). The objectives of personnel performing these jobs is to establish and maintain supplies of expendable items for using activities. This includes determining what is needed, maintaining lists of all items authorized, reviewing amounts on hand, ordering supplies when needed, placing items in bins or on shelves, and delivering materials to users. There are also administrative and training responsibilities included in this activity. Respondents with these jobs spent 41 percent of their time performing bench stock

functions and 15 percent performing general supply functions. These jobs were rather focused as members performed an average of only 37 tasks and were distinguished from all others in the career ladder by the time they spent performing the following bench stock tasks:

- process additions, deletions, or changes to master bench stock details
- prepare or process bench stock issue requests
- maintain bench stock listings
- maintain bench stock files
- conduct bench stock inventories
- coordinate bench stock activities with bench stock monitors
- bin bench stock items
- deliver bench stock items

Forty-six respondents were AFSC 2S0X1 and 30 percent were 2S0X3. This appeared to be a job performed by somewhat junior personnel, as more than half held the 5-skill level, 68 percent were in paygrades E-1 through E4, almost half were in their first enlistment, and they averaged a little over 6 years TAFMS.

Survey data showed there were two jobs in the cluster. The job performed by the largest number of respondents included only typical bench stock tasks, while the job performed by a smaller number of respondents included a number of additional combat operations tasks. The merger should have no effect on this work.

17. MATERIEL CONTROL CLUSTER (STG405, N=44). Nearly all respondents in this cluster reported they were assigned to a materiel control squadron. In these positions, they spent 24 percent of their time performing materiel control or unit supply functions, 22 percent performing combat operations support functions, and 16 percent on general supply activities. The work is rather focused as respondents performed an average of 47 tasks, most of which dealt with materiel control and combat support. This focus is clearly shown by the following tasks members spent most time performing:

- brief maintenance management on supply status
- process core automated maintenance system (CAMS) inputs
- interpret daily document registers (D04 reports)
- perform daily reviews and updates on DIFM listings (D23)
  - with supply maintenance
- monitor unserviceable due-in from maintenance (DIFM) listings
- process issue requests through SBSS functions

This work was performed by mostly AFSC 2S0X1 personnel who averaged just a few months over 7 years TAFMS. Three quarters held the 5-skill level and a majority were in paygrades E-4 and below.

Survey data showed there were two jobs in the cluster. The first was performed by more senior personnel who performed a mixture of materiel control and administrative tasks. The second job was performed by less experienced respondents who focused more on combat operations support tasks.

18. REPAIR CYCLE CLUSTER (STG125, N=62). Personnel performing these jobs are the main points of contact for DIFM items. They may establish and operate aircraft parts supply points where needed or ensure such supply points are operated properly. The focus of the work is on DIFM issues, compliance with technical order time changes, awaiting parts conditions. Respondents with the jobs spent 43 percent of their time performing DIFM tasks related to combat operations support functions, 17 percent performing property handling tasks, and 15 percent on general supply functions. What distinguished this cluster was the time respondents spent performing the following DIFM tasks:

- prepare DIFM TINs
- transport serviceable or reparable DIFM assets to or from units
- monitor status of DIFM items
- inspect DIFM assets
- transport reparable DIFM assets to transportation packing and crating sections
- prepare inputs to update DIFM detail records

Respondents with these jobs averaged just over 4 years TAFMS, over half were in their first enlistment, almost all were in paygrades E-1 through E-4, two thirds were AFSC 2S0X1, and one third 2S0X3. Most were assigned to a repair cycle section.

Two distinct jobs were identified in the cluster. While both included DIFM functions, one job was more focused on that aspect of the work as members performed an average of only 28 tasks, most of which dealt specifically with DIFM. The other job was broader, including a mixture of DIFM and property handling tasks.

19. EQUIPMENT MANAGEMENT JOB (STG646, N=43). This supply function is the equipment review and authorization activity. This includes dealing with allowances and minimum level requests, as well as providing approval authority for authorizations, turn-ins, and changes in equipment specifications. AFSC 2S0X1 personnel who performed this job spent 47

percent of their time performing equipment management functions, more time than members of any other cluster or job identified. Personnel with the job were distinguished by the time they spent performing the following equipment management tasks:

- prepare inputs to record transfers of equipment between custody accounts
- prepare inputs to load, change, or delete equipment authorization inventory data (EAID) in-use detail records
- prepare or process EAID or non-EAID equipment issues and TINs
- maintain custodian authorization/custody receipt listings (CA/CRLs)
- review allowance source code listings
- process outgoing clearances for equipment custodians

This job was performed by AFSC 2S0X1 respondents who averaged just over 7 years TAFMS. All reported being assigned to an equipment maintenance section, most held the 5-skill level, and most were in paygrades E-4 and E-5.

20. INVENTORY JOB (STG705, N=58). Supply personnel performing this job establish and maintain schedules of complete and sample inventories. They assist with complete and sample warehouse and EAID inventories, research inventory discrepancies, maintain suspense files to process inventory adjustments, and analyze discrepancies, adjustments, and trends to determine causes. In this regard, respondents spent 53 percent of their time on inventory functions. Members were distinguished by the time they spent performing the following inventory tasks:

- conduct inventories, other than bench stock or ADPE
- research inventory discrepancies
- clear freeze codes
- research source documents to correct inventory discrepancies
- research CTHs
- maintain listings of frozen items records
- prepare or process inventory adjustment documents
- collect recap sheet data

Respondents held either AFSC 2S0X1 or 2S0X3, most held the 5-skill level, and they were in paygrades E-4 and E-5. Most were assigned to an inventory section.

21. DOCUMENT CONTROL CLUSTER (STG492, N=35). These personnel perform the last quality control checks on supply documents. They maintain document and report files to support accountability, suspense files to make sure all supply documents are processed promptly, and manage the delinquent document program. Other responsibilities include initiating reverse-post actions involving documentation errors, receiving and processing shipment suspense reports, and maintaining property receipt authorization letters. Respondents with the jobs spent 51 percent of their time on document control functions, more time than members of any job identified, and 24 percent on general supply functions. The time spent on the following tasks distinguished this job:

- file or destroy source documents
- maintain controllable document files
- research files to satisfy customer inquiries
- manage delinquent or source document programs
- perform quality control of source documents
- maintain shipment suspense images

Survey data showed there were two jobs in the cluster, one that was quite focused and performed by rather junior respondents, while the other involved three times as many tasks and was performed by more experienced respondents.

Respondents with these jobs held AFSC 2S0X1, over half held the 5-skill level, most were in paygrades E-1 through E-4, and 40 percent were in their first enlistment. All were assigned to document control section, they averaged just over 5 years TAFMS, but they reported they had only been on the job for 8 months.

22. MOBILITY CLUSTER (STG212, N=59). Personnel with these jobs are responsible for preparing, accounting for, storing, reporting, and issuing mobility bags and small arms. They also maintain mobility listings. Respondents with these jobs reported spending 45 percent of their time on these functions and another 11 percent receiving, issuing, storing, and distributing property. The focus of the work is clearly shown by the following tasks which distinguish this job from all others in the specialty:

- store mobility kit baggage or weapons
- inspect mobility bag for contents
- issue mobility kit baggage or weapons
- manage mobility bag inventory systems
- maintain custodial retention records for deployed mobility bags
- inspect nuclear, biological, or chemical (NBC) accessories, such as
  - gas masks
- comply with tariff sizing procedures



Respondents who performed these jobs were somewhat more senior, averaging 9 years TAFMS, most held the 5- and 7-skill levels, and were in paygrades airman through E-7. Almost half indicated they have supervisory responsibilities.

There were two jobs identified. One was performed by more junior personnel and included an average of only 21 tasks. The other was performed by the more senior respondents, which included both technical and supervisory tasks.

23. PICKUP AND DELIVERY CLUSTER (STG526, N=33). Pickup and delivery personnel deliver property from the warehouse to using organizations. Part of the function is to maintain a secure storage area for classified materials, see that authorized personnel sign for items requiring a receipt, maintain lists of current delivery destinations, act as control point for all vehicles assigned to the Chief of Supply, and arrange for additional vehicles to accomplish deliveries. Respondents with the jobs spent 78 percent of their time on receiving, issuing, storing, and distributing property activities, more time than any other group of respondents. Members with these jobs are distinguished by the time they spend on the following tasks:

- pick up or deliver serviceable no nonserviceable assets
- select methods or equipment for movement of property
- segregate property for delivery
- perform spot checks of assigned base supply vehicles
- perform minor operator maintenance on vehicles
- accept or receive property
- obtain authorized representative signatures for equipment or  
classified items
- monitor base supply vehicles

Entry-level AFSC 2S0X3 personnel performed this function of the career ladder. Almost all were in their first enlistment, held the 3-skill level, and were in paygrades E-1 through E-3. Nearly all were assigned to a pickup and delivery section. The work is very focused as members performed an average of only 11 tasks.

Survey data showed there were two jobs in the function. Both jobs included the same pickup and delivery tasks, but one involved a few more warehousing and administrative tasks. Following the merger, the work should still be performed by entry-level personnel.

## Summary

The new 2S0X1 career ladder is quite diverse, with respondents performing 14 of the clusters and 8 independent jobs identified. These correspond to most of the elements under the various flights in a typical supply squadron. The Research and Pickup and Delivery jobs appear to be entry-level positions, with most other jobs performed by more experienced members. AFSC 2S0X2 personnel, on the other hand, perform base or command level computer operations functions almost exclusively.

## Comparison of Current Job Structure to Previous Study

The clusters and jobs identified in the current study were compared to those in the July 1988 report (see Table 5). The work performed in the career field has not changed much over the years. Three jobs reported in the 1988 report were not identified in the current survey: Punch Card Accounting Machines and Distribution, Engine Management, and Delinquent Document Monitor. The first two are functions no longer performed and the responsibilities of the third are included in other jobs presently being performed.

## **CAREER LADDER PROGRESSION**

Analysis of the work done and differences in tasks performed by members of skill-level groups is an important part of each occupational survey. Results may be used to evaluate how well career ladder documents, such as *Specialty Descriptions* in Section B of the CFETP and the February 1995 Specialty Training Standard (STS), reflect what career ladder personnel are actually doing in the field.

The distribution of post-merger skill level personnel performing the career ladder jobs is displayed in Table 6, while the relative amount of time members of the skill level groups spent on each duty is shown in Table 7. The career ladder progression for AFSC 2S0X2 personnel was not as distinct as that for AFSC 2S0X1 personnel since Supply Systems Analysts performed basically only one job. Descriptions for each of the skill levels follow.

## Postmerger AFSC 2S0X1 Skill-Level Descriptions

DAFSC 2S031. Three-skill level Supply Management personnel perform a diversity of jobs. One-fourth perform jobs in the Receiving cluster, 8 percent the Retail Sales jobs, and smaller percentages in most other jobs. These apprentice personnel spend 29 percent of their time receiving, issuing, storing, and distributing property and smaller amounts in the other duties. This is consistent with the technical nature of the jobs they perform, as shown by representative tasks

TABLE 5

COMPARISON OF CAREER LADDER STRUCTURE  
IDENTIFIED IN CURRENT AND PREVIOUS SURVEYS

CURRENT SURVEY	1988 SURVEY
Computer Systems Operations Cluster	Computer Systems Operations Personnel
Training Job	Training Personnel
Research Job	Research Specialists
Funds Management Job	Funds Management Personnel
Analysis Cluster	Analysis Personnel
Supervisory Cluster	Supervisory Personnel
Inspection Cluster	MAJCOM Inspection Personnel
	Supply Inspectors
Receiving Cluster	Receiving Personnel
	Storage and Issue Personnel
Readiness Materiel Cluster	War Readiness Personnel
Retail Sales Cluster	Retail Sales Personnel
Customer Services Job	Customer Service Personnel
Stock Control Cluster	Stock Control Personnel
	Requirements Personnel
Demand Processing Cluster	Demand Processing Personnel
Mission Support (MICAP) Job	Mission Support (MICAP) Personnel
Records Maintenance Job	Records Maintenance Personnel
Bench Stock Cluster	Bench Stock Personnel
Materiel Control Cluster	Materiel Control/Unit Supply Personnel
Repair Cycle Cluster	Repair Cycle Personnel
Equipment Management Job	Equipment Management Personnel
Inventory Job	Inventory Personnel
Document Control Cluster	Document Control Personnel
Mobility Cluster	Mobility Personnel
Pickup and Delivery Cluster	Pickup and Delivery Personnel
Not Matched	Punch Card Accounting Machine (PCAM) and Distribution Personnel
Not Matched	Engine Management Personnel
Not Matched	Delinquent Document Monitor

TABLE 6

DISTRIBUTION OF SKILL LEVEL MEMBERS ACROSS JOBS  
(PERCENT RESPONDING)

JOBS	2S031 (N=475)	2S051 (N=1,075)	2S071 (N=701)	2S032 (N=12)	2S052 (N=343)	2S072 (N=309)	2S090/00 (N=107)
COMPUTER SYSTEMS OPERATIONS	0	*	*	100%	94%	83%	
TRAINING JOB	0	1%	1%	0	0	0	0
RESEARCH JOB	2%	*	0	0	0	0	0
FUNDS MANAGEMENT JOB	0	*	*	0	0	0	0
ANALYSIS CLUSTER	*	1%	5%	0	0	5%	3%
SUPERVISION CLUSTER	3%	12%	32%	0	0	3%	77%
INSPECTION CLUSTER	*	4%	3%	0	0	0	1%
RECEIVING CLUSTER	25%	14%	10%	0	0	0	0
WAR READINESS MATERIEL CLUSTER	5%	5%	3%	0	0	0	0
RETAIL SALES CLUSTER	8%	4%	3%	0	0	0	1%
CUSTOMER SERVICES CLUSTER	*	1%	*	0	0	0	0
STOCK CONTROL CLUSTER	3%	4%	4%	0	0	0	1%
DEMAND PROCESSING CLUSTER	2%	2%	1%	0	0	0	0
MISSION SUPPORT JOB	4%	6%	3%	0	0	0	0
RECORDS MAINTENANCE JOB	*	1%	*	0	0	0	0
BENCH STOCK CLUSTER	5%	4%	2%	0	0	0	0
MATERIEL CONTROL CLUSTER	*	3%	1%	0	0	0	0
REPAIR CYCLE CLUSTER	5%	3%	*	0	0	0	0
EQUIPMENT MANAGEMENT JOB	1%	3%	1%	0	0	0	0
INVENTORY JOB	2%	3%	2%	0	0	0	0
DOCUMENT CONTROL CLUSTER	2%	2%	*	0	0	0	0
MOBILITY CLUSTER	2%	2%	3%	0	0	0	0
PICKUP AND DELIVERY CLUSTER	5%	*	0	0	0	0	0
NOT GROUPED	23%	21%	21%	0	6%	9%	17%

\* Denotes less than 1 percent

TABLE 7

TIME SPENT ON DUTIES BY MEMBERS OF SKILL-LEVEL GROUPS  
(RELATIVE PERCENT OF JOB TIME)

DUTIES	2S031 (N=475)	2S051 (N=1,075)	2S071 (N=701)	2S032 (N=12)	2S052 (N=343)	2S072 (N=309)	2S090/00 (N=107)
A ORGANIZING AND PLANNING	4	6	13	1	2	6	24
B DIRECTING AND IMPLEMENTING	3	7	14	1	2	5	22
C INSPECTING AND EVALUATING	1	4	12	1	2	6	24
D TRAINING	*	4	8	1	1	3	5
E PERFORMING GENERAL SUPPLY FUNCTIONS	16	17	14	21	19	22	7
F PERFORMING SUPPLY FILES, PUBLICATIONS, OR REPORT FUNCTIONS	3	3	3	*	*	*	1
G PERFORMING PROCEDURES AND ANALYSIS FUNCTIONS	*	1	3	1	1	4	6
H PERFORMING FUNDS MANAGEMENT	*	*	1	*	*	*	*
I PERFORMING COMPUTER SYSTEM OPERATIONS - BASE LEVEL	1	1	1	70	70	46	1
J PERFORMING COMPUTER SYSTEM OPERATIONS - COMMAND LEVEL OR EQUIVALENT	*	*	*	*	*	4	1
K PERFORMING INVENTORY FUNCTIONS	3	3	2	*	*	*	*
L PERFORMING DOCUMENT CONTROL FUNCTIONS	2	2	*	*	*	*	*
M PERFORMING RECORDS MAINTENANCE FUNCTIONS	1	1	*	0	*	*	*
N PERFORMING CUSTOMER SERVICE UNIT (CSU) FUNCTIONS	1	2	1	*	*	*	*
O PERFORMING BENCH STOCK FUNCTIONS	4	2	1	0	*	*	*
P PERFORMING COMBAT OPERATIONS SUPPORT FUNCTIONS	6	6	3	0	*	*	*
Q PERFORMING RETAIL SALES FUNCTIONS	6	3	2	*	*	*	1
R PERFORMING EQUIPMENT MANAGEMENT FUNCTIONS	1	2	1	*	*	*	*
S PERFORMING STOCK CONTROL FUNCTIONS	4	4	3	0	*	*	*
T PERFORMING MISSION SUPPORT FUNCTIONS	3	4	1	*	*	*	*
U PERFORMING WAR READINESS MATERIEL (WRM) FUNCTIONS	3	3	1	0	*	*	*
V INSPECTING, IDENTIFYING, AND CLASSIFYING PROPERTY	2	3	2	*	*	*	*
W RECEIVING, ISSUING, STORING, AND DISTRIBUTING PROPERTY	29	14	7	*	*	*	*
X PERFORMING MATERIEL CONTROL OR UNIT SUPPLY FUNCTIONS	2	4	3	0	*	*	*
Y PERFORMING SUPPLY MOBILITY FUNCTIONS	1	2	1	0	*	*	*

\* Denotes less than 1 percent

listed in Table 8. Most deal with handling property and operating computers. The low percent members performing figures associated with these tasks suggest quite a bit of diversity in the jobs performed.

DAFSC 2S051. Five-skill level respondents spent most of their duty time performing technical tasks. Twelve percent of the members, however, performed jobs in the Supervisory cluster. Figures in Table 7 show they spent about half the amount of time on receiving, issuing, and storing functions and more time on traditional supervisory duties. Their supervisory involvement is shown by the mixture of technical and supervisory tasks performed, listed in Table 9, and tasks which best distinguish between 3- and 5-skill level members listed in Table 10. The fact that only tasks with a negative difference are listed shows these few supervisory tasks are the only ones that really distinguish between the two groups and that higher percentages of 5-skill level members perform them.

DAFSC 2S071. These personnel were the first-line supervisors of the career ladder. Almost a third reported performing one of the jobs in the Supervisory cluster. Seven-skill level respondents spent 39 percent of their time on the traditional supervisory duties, reflected by the representative supervisory tasks most members performed (see Table 11). Higher percentages of 7- than 5-skill level members perform these tasks, as shown by figures in Table 12.

#### AFSC 2S0X2 Skill-Level Descriptions

DAFSC 2S032. All 12 of the DAFSC 2S032 respondents were in the Computer Systems Operations cluster (see Table 6). As shown by figures in Table 7, their jobs were rather focused as they spent almost all their time on base level computer operations and general supply functions. Tasks they performed in the latter duty relate specifically to using computers rather than typical supply activities. This is shown by representative tasks performed by 3-skill level Supply System Analysts listed in Table 13.

DAFSC 2S052. Ninety-four percent of all 5-skill level Supply System Analysts were in the Computer Systems Operations cluster. Just a few were working outside their specialty in the Analysis cluster (see Table 6). Like their 3-skill level counterparts, these members spent most of their time performing base level computer system operations and the same computer operations tasks in the general supply duty. What distinguishes 5-skill level members is the time on supervisory and administrative duties. Typical job titles they report are Computer Operator and NCOIC Microcomputers. There was a small percentage of respondents who performed tasks which did not allow them to be grouped with the others. Examples of job titles they reported were UNIX System Administrator, Mobility NCO, and Microcomputer Support. Representative tasks DAFSC 2S052 members perform are listed in Table 14, while tasks which best distinguish 3- and 5-skill level Supply System Analysts are listed in Table 15. Figures in Table 10 show higher percentages of 5-skill level members perform more complex tasks.

TABLE 8  
REPRESENTATIVE TASKS PERFORMED BY  
DAFSC 2S031 RESPONDENTS

TASKS	PERCENT MEMBERS PERFORMING (N=475)
E235 SIGN ON OR OFF TERMINALS	56
W473 ACCEPT OR RECEIVE PROPERTY	49
E219 PERFORM TRANSACTION HISTORIES	49
W737 COMPARE PHYSICAL COUNT WITH INFORMATION CONTAINED IN RECEIVING DOCUMENTS, TAGS, LABELS, OR MARKINGS	36
E210 MAINTAIN STANDARDS OF GOOD HOUSEKEEPING	35
E228 PROCESS REJECTED INPUTS	33
A29 PARTICIPATE IN STAFF MEETINGS, COUNCIL MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN TRAINING CONFERENCES	31
W773 PLACE PROPERTY IN WAREHOUSE BINS, RACKS, OR BAYS	29
W747 IN CHECK PROPERTY	29
W744 EXAMINE CONTAINERS TO SEE THAT THEY ARE PROPERLY CLOSED, BANDED, OR SEALED	28
W745 EXAMINE PROPERTY RECEIVED FOR DAMAGE	27
W752 INSURE PACKAGES ARE COMPATIBLE WITH PROPERTY MARKINGS	22
W746 FILE NOTICES TO STOCK AND NO-WAREHOUSE LOCATIONS	22
E238 UTILIZE CONSOLIDATED TRANSACTION HISTORIES (CTSs)	22
W788 SELECT METHODS OR EQUIPMENT FOR MOVEMENT OF PROPERTY	21
W775 PREPARE OR CORRECT BIN LABELS	21
W749 INPUT WAREHOUSE LOCATION DATA	20
F241 ESTABLISH OR MAINTAIN DD FORMS 1348-6 SUSPENSE FILES	20

TABLE 9  
REPRESENTATIVE TASKS PERFORMED BY  
DAFSC 2S051 RESPONDENTS

TASKS		PERCENT MEMBERS PERFORMING (N=475)
E235	SIGN ON OR OFF TERMINALS	66
E219	PERFORM TRANSACTION HISTORIES	62
E210	MAINTAIN STANDARDS OF GOOD HOUSEKEEPING	51
A 29	PARTICIPATE IN STAFF MEETINGS, COUNCIL MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN TRAINING CONFERENCES	45
E228	PROCESS REJECTED INPUTS	43
W734	ACCEPT OR RECEIVE PROPERTY	38
A8	DETERMINE WORK PRIORITIES	37
E238	UTILIZE CONSOLIDATED TRANSACTION HISTORIES (CTs)	34
D147	CONDUCT OJT	31
B38	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	30
C136	WRITE EPRs	29
E202	LOAD FREEZE CODES	29
E199	INITIATE REVERSE POST REQUESTS	29
E220	PREPARE OR PROCESS TRANSFERS TO DEFENSE REUTILIZATION MARKETING OFFICES	28
A16	DEVELOP WORK METHODS OR PROCEDURES	27
E213	MONITOR MANAGEMENT NOTICES	26
E224	PROCESS OR CLEAR DELINQUENT OR SOURCE DOCUMENTS	26
C102	CONDUCT PERFORMANCE FEEDBACK WORKSHEET SESSIONS	25
E208	MAINTAIN REJECT SUSPENSE FILES	24
A21	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	24
W737	COMPARE PHYSICAL COUNT WITH INFORMATION CONTAINED IN RECEIVING DOCUMENTS, TAGS, LABELS, OR MARKINGS	22
W745	EXAMINE PROPERTY RECEIVED FOR DAMAGE	22
F241	ESTABLISH OR MAINTAIN DD FORMS 1348-6 SUSPENSE FILES	22
W747	IN CHECK PROPERTY	21
W773	PLACE PROPERTY IN WAREHOUSE BINS, RACKS, OR BAYS	21
X794	INTERPRET DAILY DOCUMENT REGISTERS (DO4 REPORTS)	21
N498	BRIEF CUSTOMERS ON SUPPLY PROCEDURES	21
C124	INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	20
E209	MAINTAIN SECURITY FOR CONTROLLED ITEMS	20



TABLE 10

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSC 2S031 AND 2S051 RESPONDENTS

TASKS	2S052 (N=343)	2S072 (N=309)	DIFFERENCE
C136	1	29	-28
B38	3	30	-27
D147	7	31	-24
C102	2	25	-23
A21	3	24	-21

TABLE 11

REPRESENTATIVE TASKS PERFORMED BY  
DAFSC 2S071 RESPONDENTS

TASKS		PERCENT MEMBERS PERFORMING (N=701)
A8	DETERMINE WORK PRIORITIES	70
C136	WRITE EPRs	70
A29	PARTICIPATE IN STAFF MEETINGS, COUNCIL MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN TRAINING CONFERENCES	69
B38	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	62
E219	PERFORM TRANSACTION HISTORIES	60
C102	CONDUCT PERFORMANCE FEEDBACK WORKSHEET SESSIONS	57
A21	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	55
A16	DEVELOP WORK METHODS OR PROCEDURES	52
C138	WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	50
A35	SCHEDULE LEAVES, PASSES, OR TEMPORARY DUTY (TDY) ASSIGNMENTS	50
C124	INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	50
D147	CONDUCT OJT	49
A23	ESTABLISH WORK SCHEDULES	46
A15	DEVELOP SELF-INSPECTION OR INTERNAL SURVEILLANCE PROGRAMS	45
B84	ORIENT NEWLY ASSIGNED PERSONNEL	45
B37	CONDUCT STAFF MEETINGS OR BRIEFINGS	44
A5	DETERMINE OFFICE SPACE, EQUIPMENT, OR SUPPLY REQUIREMENTS	44
B89	SUPERVISE INVENTORY MANAGEMENT SPECIALISTS (AFSC 64550)	42
E238	UTILIZE CONSOLIDATED TRANSACTION HISTORIES (CTHs)	42
B81	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	40
A31	PLAN OR PREPARE BRIEFINGS	36
D150	COUNSEL TRAINEES ON TRAINING PROGRESS	36
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	36
C123	INSPECT CONDITION OR APPEARANCE OF FACILITIES OR WORK AREAS	35
C108	EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, RECLASSIFICATION, OR REENLISTMENT	33
E199	INITIATE REVERSE POST REQUESTS	32
E228	REPROCESS REJECTED INPUTS	32
A20	ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OIs), OR STANDARD OPERATING PROCEDURES (SOPs)	31
C99	ANALYZE WORKLOAD REQUIREMENTS	29
C122	ENDORSE ENLISTED PERFORMANCE REPORTS (EPRs)	29
D183	REVIEW SPECIALTY TRAINING STANDARDS (STSs) OR CDCs	28
D174	MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS	27

TABLE 12

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSC 2S051 AND 2S071 RESPONDENTS

TASKS	2S051 (N=1,075)	2S071 (N=701)	DIFFERENCE
C136 A35	29 14	70 50	-41 -36
WRITE EPRs SCHEDULE LEAVES, PASSES, OR TEMPORARY DUTY (TDY) ASSIGNMENTS			
C138 A8	15 37	50 70	-35 -33
WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS DETERMINE WORK PRIORITIES			
C102 B38	25 30	57 62	-32 -32
CONDUCT PERFORMANCE FEEDBACK WORKSHEET SESSIONS COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS			
A21 C124	24 20	55 50	-31 -30
ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS			
A15	17	45	-28
DEVELOP SELF-INSPECTION OR INTERNAL SURVEILLANCE PROGRAMS			

TABLE 13  
REPRESENTATIVE TASKS PERFORMED BY  
DAFSC 2S032 RESPONDENTS

TASKS		PERCENT MEMBERS PERFORMING (N=12)
I345	INITIALIZE OR REINITIALIZE REMOTES	92
I347	INITIALIZE SBSSs	92
I346	INITIALIZE PSEUDOREADER PROCESSING	92
I412	UTILIZE SYSTEM CONTROL KEY-INs (CONS)	83
I385	PROCESS FILE STATUS, RELEVELING, OR FOLLOW UPS	83
I381	PRINT REPORTS	83
I340	DISTRIBUTE COMPUTER OUTPUTS OR PRODUCTS	83
I383	PROCESS DAY IMAGES	83
I386	PROCESS REPORTS, TWILIGHTS, OR UTILITY PROGRAMS	83
I384	PROCESS END-OF-NIGHT (EON) ACTIONS	83
E235	SIGN ON OR OFF TERMINALS	83
I388	PROCESS REQUIRED INPUTS NEEDED TO CHANGE MODES OF PROCESSING	83
I342	GENERATE INTEGRATED RECOVERY UNIT (IRU) DUMPS	83
I413	VERIFY COMPUTER EQUIPMENT MALFUNCTIONS	83
E237	TRANSFER FILES TO OR FROM MAINFRAME AND MICROCOMPUTERS	75
I307	ANALYZE DATABASE FILES USING SOFTWARE CONVENTIONS, SUCH AS DATA BASE MANAGEMENT UTILITY (DMU) OR NDA500	75
E239	UTILIZE MICROCOMPUTER DISK OPERATING SYSTEMS	75
E240	UTILIZE SYSTEM PROCESSORS, SUCH AS INTERACTIVE PROCESSING FACILITY (IPF),EDITOR (ED), OR CONVERSATIONAL TIME SHARING	67
I411	UTILIZE EMULATOR PACKAGES	67
I330	CORRECT PERIPHERAL MALFUNCTIONS	67
I344	IDENTIFY OR CORRECT OUTPUT QUEUES	67
I348	INITIATE CTHs THROUGH BATCH PROCESSING	67
I314	ANNOTATE OR REVIEW COMPUTER ROOM DIARIES OR LOGS	67
I387	PROCESS REQUESTS FOR ADPE PRODUCTS	67
E191	BACKUP MICROCOMPUTERS FOR RECOVERY PURPOSES	67
I410	UTILIZE ECLs	58
I382	PROCESS CONSOLE INPUTS	58
I310	ANALYZE LOG PRINTS OR DUMPS	58
I357	MAINTAIN DATABASE INTEGRITY	58
I358	MAINTAIN DISTRIBUTION PROCEDURES FOR OUTPUT PRODUCTS	58
I356	MAINTAIN DAILY OPERATING SCHEDULES	50
I374	PERFORM TAPE ACCOUNTABILITY	50
E200	INSTALL MICROCOMPUTER SOFTWARE	50

TABLE 14

REPRESENTATIVE TASKS PERFORMED BY  
AFSC 2S052 RESPONDENTS

TASKS		PERCENT MEMBERS PERFORMING (N=63)
I381	PRINT REPORTS	89
I383	PROCESS DAY IMAGES	86
I345	INITIALIZE OR REINITIALIZE REMOTES	85
I385	PROCESS FILE STATUS, RELEVELING, OR FOLLOW-UPS	85
I384	PROCESS END-OF-NIGHT (EON) ACTIONS	83
I386	PROCESS REPORTS, TWILIGHTS, OR UTILITY PROGRAMS	83
I340	DISTRIBUTE COMPUTER OUTPUTS OR PRODUCTS	81
E235	SIGN ON OR OFF TERMINALS	81
I342	GENERATE INTEGRATED RECOVERY UNIT (IRU) DUMPS	81
I346	INITIALIZE PSEUDOREADER PROCESSING	81
I412	UTILIZE SYSTEM CONTROL KEY-INS (CONS)	79
I347	INITIALIZE SBSSs	79
I382	PROCESS CONSOLE INPUTS	77
I388	PROCESS REQUIRED INPUTS NEEDED TO CHANGE MODES OF PROCESSING	77
E240	UTILIZE SYSTEM PROCESSORS, SUCH AS INTERACTIVE PROCESSING FACILITY (IPF), EDITOR (ED), OR CONVERSATIONAL TIME SHARING	76
E237	TRANSFER FILES TO OR FROM MAINFRAME AND MICROCOMPUTERS	74
I330	CORRECT PERIPHERAL MALFUNCTIONS	74
I307	ANALYZE DATABASE FILES USING SOFTWARE CONVENTIONS, SUCH AS DATABASE MANAGEMENT UTILITY (DMU) OF NDA500	71
I308	ANALYZE EXECUTIVE CONTROL LANGUAGE (ECL) RUNSTREAMS FOR ERROR CONDITIONS	71
I372	PERFORM RECOVERY PROCEDURES	71
I314	ANNOTATE OR REVIEW COMPUTER ROOM DIARIES OR LOGS	70
I334	DEVELOP OR DEBUG QUERY LANGUAGE PROCESSORS (QLPs)	69
I401	REVIEW PREVIOUS SHIFT OPERATIONS	69
I387	PROCESS REQUESTS FOR ADPE PRODUCTS	68
I413	VERIFY COMPUTER EQUIPMENT MALFUNCTIONS	68
E239	UTILIZE MICROCOMPUTER DISK OPERATING SYSTEMS	68
I348	INITIATE CTHs THROUGH BATCH PROCESSING	67
I310	ANALYZE LOG PRINTS OR DUMPS	67
I329	CORRECT ERRORS DETECTED BY PROCESSING PROGRAMS	66
I392	REPORT PROBLEMS TO SBSS CONTROL ROOM OR FIELD ASSISTANCE BRANCH	65
I379	PREPARE OR UPDATE ECL RUNSTREAMS	64
I402	REVIEW REMOTE PROCESSING STATION (RPS) CONSOLE TYPEOUTS	63
I407	TRANSFER FILES VIA DEFENSE DATA NETWORKS (DDNs)	62
I344	IDENTIFY OR CORRECT OUTPUT QUEUES	62
I380	PREPARE PARAMETER OR PROGRAM SELECT IMAGES	62
I397	REVIEW COMPUTER OUTPUT PRODUCTS	61
E216	PERFORM MINOR OPERATOR MAINTENANCE ON PERIPHERALS	61

TABLE 15

TASKS WHICH BEST DISTINGUISH BETWEEN  
DAFSC 2S032 AND 2S052 RESPONDENTS  
(PERCENT MEMBERS PERFORMING)

TASKS	2S032 (N=12)	2S052 (N=343)	DIFFERENCE
I362	58	33	25
W734	25	2	23
I326	50	27	23
F253	33	12	21
MAINTAIN OR RESEARCH PUBLICATION FILES			
ACCEPT OR RECEIVE PROPERTY			
COORDINATE REPLACEMENT OR REPAIR OF EQUIPMENT			
RESEARCH PUBLICATIONS FOR EQUIPMENT OPERATION OR			
MAINTENANCE PROCEDURES			
I401	33	69	-36
REVIEW PREVIOUS SHIFT OPERATIONS			
I389	0	35	-35
PULL DATA FILES FROM SATELLITES FOR PROGRAM INPUT			
I390	8	40	-32
PURGE OBSOLETE FILES FROM MASTER FILE DIRECTORY (MFD)			
I372	42	71	-29
PERFORM RECOVERY PROCEDURES			
I313	33	61	-28
ANALYZE PROGRAM SELECT IMAGES			
I352	17	44	-27
INTERPRET DATABASE MANIPULATION LANGUAGE (DML)			
ERRORS			

DAFSC 2S072. DAFSC 2S072 personnel are clearly the first-line supervisors of this career ladder. As shown by figures in Table 6, there were only 7-skill level AFSC 2S0X2 members in the Supervision cluster. They spent only 46 percent of their time on base level computer system operations, they were the only personnel to spend any appreciable amount of time on command level operations, and they spent more time on supervisory and administrative duties. Their supervisory responsibilities are shown by representative tasks performed, listed in Table 16, and by tasks which best distinguish between 5- and 7-skill level members listed in Table 17. Figures in Table 17 show higher percentages of 7-skill level members perform the typical supervisory tasks listed in the bottom of the table.

#### DAFSC 2S090/00 Description

DAFSC 2S090/00. These most senior personnel were the managers of the career ladder. They performed some supervisory tasks but spent more time performing tasks related to managing personnel and facilities, formulating policies, and attending conferences. These responsibilities were clearly shown by the time spent on duties shown in Table 7, representative tasks performed listed in Table 18, and tasks which best distinguish between 7- and 9-skill level/CEM personnel listed in Table 19.

#### Summary

AFSC 2S0X1 personnel progress typically through the career ladder. Three-skill level personnel perform primarily technical tasks, 5-skill level members have some added supervisory responsibilities, 7-skill level members are first-line supervisors, and the most senior personnel manage the career ladder. AFSC 2S0X2 personnel do not have the same clear progression, as they perform essentially one job. Those holding the 3- and 5-skill levels perform technical tasks, while 7-skill level members have the supervisory responsibilities.

### **ANALYSIS OF *SPECIALTY DESCRIPTIONS***

Survey data were compared to the *Specialty Descriptions* in the February 1995 CFETP for the Supply Management and Supply systems Analysis career ladders. Descriptions for the skill levels are generally accurate, depicting the technical aspects of the job, as well as the increase in supervisory responsibilities previously described in the DAFSC analysis. The descriptions also capture the primary responsibilities of jobs identified by the job structure analysis.

TABLE 16

REPRESENTATIVE TASKS PERFORMED BY  
DAFSC 2S072 RESPONDENTS

TASKS		PERCENT MEMBERS PERFORMING (N=309)
E240	UTILIZE SYSTEM PROCESSORS, SUCH AS INTERACTIVE PROCESSING FACILITY (IPF), EDITOR (ED), OR CONVERSATIONAL TIME SHARING	79
E196	IDENTIFY SBSS SOFTWARE PROBLEMS	76
E239	UTILIZE MICROCOMPUTER DISK OPERATING SYSTEM	75
E237	TRANSFER FILES TO OR FROM MAINFRAME AND MICROCOMPUTERS	75
I412	UTILIZE SYSTEM CONTROL KEY-INS (CONS)	71
I334	DEVELOP OR DEBUG QUERY LANGUAGE PROCESSORS (QLPs)	71
E191	BACKUP MICROCOMPUTERS FOR RECOVERY PURPOSES	70
I308	ANALYZE EXECUTIVE CONTROL LANGUAGE (ECL) RUNSTREAMS FOR ERROR CONDITIONS	66
I392	REPORT PROBLEMS TO SBSS CONTROL ROOM OR FIELD ASSISTANCE BRANCH	65
I413	VERIFY COMPUTER EQUIPMENT MALFUNCTIONS	63
I330	CORRECT PERIPHERAL MALFUNCTIONS	63
I335	DEVELOP OR DEBUG SUPPLY SYSTEM USER REPORTS GENERATOR (SURGE) PROGRAMS	63
I346	INITIALIZE PSEUDOREADER PROCESSING	63
E200	INSTALL MICROCOMPUTER SOFTWARE	61
I411	UTILIZE EMULATOR PACKAGES	61
E216	PERFORM OPERATOR MAINTENANCE ON PERIPHERALS	61
I381	PRINT REPORTS	61
I345	INITIALIZE OR REINITIALIZE REMOTES	61
I307	ANALYZE DATABASE FILES USING SOFTWARE CONVENTIONS, SUCH AS DATABASE MANAGEMENT UTILITY (DMU) OF NDA500	61
I407	TRANSFER FILES VIA DEFENSE DATA NETWORKS (DDNs)	61
I328	COORDINATE WORK-AROUND PROCEDURES WITH USERS	60
I347	INITIALIZE SBSSs	60
I378	PREPARE OR PROCESS FORCE RECORD ALTERATION (FIX) INPUTS	60
I312	ANALYZE OR LOAD BASE CONSTANTS	59
I329	CORRECT ERRORS DETECTED BY PROCESSING PROGRAMS	59
I386	PROCESS REPORTS, TWILIGHTS, OR UTILITY PROGRAMS	58
I357	MAINTAIN DATABASE INTEGRITY	58
I342	GENERATE INTEGRATED RECOVERY UNIT (IRU) DUMPS	58
I336	DEVELOP OR MAINTAIN CONVERSATIONAL TIME SHARING (CTS) SUBROUTINES	57
A29	PARTICIPATE IN STAFF MEETINGS, COUNCIL MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN TRAINING CONFERENCES	57
I339	DEVELOP WORK-AROUND PROCEDURES	55
A8	DETERMINE WORK PRIORITIES	55
E321	REVIEW FIELD TESTS OF AF-WIDE RELEASES	54



TABLE 17

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSC 2S052 AND 2S072 RESPONDENTS

TASKS	2S052 (N=343)	2S072 (N=309)	DIFFERENCE
I383	86	83	33
I385	85	53	32
I384	83	52	31
I381	89	61	28
I340	81	54	27
I388	77	52	25
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B38	12	46	-34
C138	6	40	-34
C136	21	54	-33
A8	24	55	-31
E197	18	49	-31
A29	17	44	-27

TABLE 18  
REPRESENTATIVE TASKS PERFORMED BY  
DAFSC 2S090/00 RESPONDENTS

TASKS		PERCENT MEMBERS PERFORMING (N=107)
A29	PARTICIPATE IN STAFF MEETINGS, COUNCIL MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN TRAINING CONFERENCES	93
A8	DETERMINE WORK PRIORITIES	83
B38	COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	81
C136	WRITE EPRs	80
B37	CONDUCT STAFF MEETINGS OR BRIEFINGS	78
A35	SCHEDULE LEAVES, PASSES, OR TEMPORARY DUTY (TDY) ASSIGNMENTS	78
C138	WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	77
A1	ASSIGN PERSONNEL TO DUTY POSITIONS	77
C131	REVIEW OR EDIT RECOMMENDATIONS FOR AWARDS OR DECORATIONS	73
A11	DEVELOP MANAGEMENT OBJECTIVES	70
C104	EDIT OFFICIAL CORRESPONDENCE OR MESSAGES	69
A6	DETERMINE PERSONNEL MANNING REQUIREMENTS	68
A2	ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	68
A5	DETERMINE OFFICE SPACE, EQUIPMENT, OR SUPPLY REQUIREMENTS	68
A21	ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	67
A31	PLAN OR PREPARE BRIEFINGS	66
A90	SUPERVISE INVENTORY MANAGEMENT SUPERVISOR (AFSC 64570)	66
A16	DEVELOP WORK METHODS OR PROCEDURES	65
C122	INDORSE ENLISTED PERFORMANCE REPORTS (EPRs)	65
B81	INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	65
C124	INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	65
C102	CONDUCT PERFORMANCE FEEDBACK WORKSHEET SESSIONS	63
B84	ORIENT NEWLY ASSIGNED PERSONNEL	63
C133	REVIEW STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS, OTHER THAN TRAINING REPORTS	61
C123	INSPECT CONDITION OR APPEARANCE OF FACILITIES OR WORK AREAS	35
A20	ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OIs) OR STANDARD OPERATING PROCEDURES (SOPs)	59
A18	DRAFT OR REVISE MILITARY JOB DESCRIPTIONS	56
C109	EVALUATE INSPECTION REPORTS OR PROCEDURES	53
A15	DEVELOP SELF-INSPECTION OR INTERNAL SURVEILLANCE PROGRAMS	53
C123	INSPECT CONDITION OR APPEARANCE OF FACILITIES OR WORK AREAS	53
C108	EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, RECLASSIFICATION, OR REENLISTMENT	53
C112	EVALUATE MILITARY JOB DESCRIPTIONS	52
A 23	ESTABLISH WORK SCHEDULES	51

TABLE 19

TASKS WHICH BEST DIFFERENTIATE BETWEEN  
DAFSC 2S071 AND 2S090/00 RESPONDENTS

TASKS	2S071 (N=701)	2S090/00 (N=017)	DIFFERENCE
E219	60	28	32
E235	59	31	28
D147	49	23	26
E228	33	8	25
W734	27	6	21
E220	27	6	21
A21	24	55	-31
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A6	17	68	-51
C131	23	73	-50
B90	18	66	-48
A11	28	70	-42
C104	27	69	-42
C133	21	61	-40
A26	4	42	-38

## TRAINING ANALYSIS

Occupational survey data is one source of information which can be used to develop entry-level training programs. The factors used to evaluate entry-level training include the jobs performed by first-enlistment AFSC 2S0X1 personnel, percent of first-job (1-24 month TAFMS) and first-enlistment (1-48 months TAFMS) members performing specific tasks, percent first-job (1-24 months TICF) and first-assignment (1-48 months TICF) AFSC 2S0X2 personnel performing tasks and TE and TD ratings.

### First-Assignment Personnel

There were 690 postmerger AFSC 2S0X1 respondents in their first enlistment (1-48 months TAFMS) and 148 AFSC 2S0X2 respondents in their first assignment (1-48 months TICF). Twenty-one percent of all first-enlistment AFSC 2S0X1 personnel performed jobs in the Receiving cluster, with small percentages in most other jobs (see Table 20). Table 21 shows the relative time spent on duties and Table 22 lists representative tasks they performed. All first assignment AFSC 2S0X2 personnel, on the other hand, worked in the Computer Systems cluster of jobs. Table 23 shows the relative time these members spent on duties, while Table 24 shows most tasks they performed were related specifically to computer operations.

### Training Emphasis (TE) and Task Difficulty (TD) Data

TE and TD data are secondary task factors that can help training development personnel focus on what tasks should be emphasized in entry-level training. These ratings, based on the judgments of senior Supply NCOs working in the field, were collected to provide training personnel with a rank-ordering of tasks considered important for formal training (TE), along with a measure of the relative difficulty of those tasks (TD). When combined with data on the percentages of first-assignment personnel performing tasks, comparisons can be made to determine if training adjustments are necessary. For example, tasks with high TE and TD ratings and performed by moderate to high percentages of members should be included in resident training. On the other hand, tasks with high TE and TD ratings and performed by low percentages may be more appropriate for OJT, while tasks with low task factor ratings may not be appropriate for formal training.

To assist training development personnel focus on tasks which are most appropriate for entry-level training, an additional factor, the Automated Training Indicator (ATI), was assigned to each task in the inventory. A computer program considered percent first-assignment members performing, TE and TD ratings, and the Course Training Decision Table found in **AETCR 52-22, Attachment 1**, to assign a value to each task corresponding to 1 of the 18 training decisions.

A sample of tasks having the highest AFSC 2S0X1 TE ratings is listed in Table 25. They deal with common supply system responsibilities, are performed by high percentages of respondents, have moderately high TD, and most are matched to the STS. Tasks having the highest TD ratings

TABLE 20

JOBS PERFORMED BY FIRST-ENLISTMENT AFSC 2S0X1  
AND FIRST-ASSIGNMENT AFSC 2S0X2 PERSONNEL

JOBS	PERCENT PERFORMING
<u>AFSC 2S0X1</u>	
TRAINING JOB	*
RESEARCH JOB	1%
FUNDS MANAGEMENT JOB	*
ANALYSIS CLUSTER	*
SUPERVISORY CLUSTER	3%
INSPECTION CLUSTER	1%
RECEIVING CLUSTER	21%
READINESS MATERIEL CLUSTER	5%
RETAIL SALES CLUSTER	7%
CUSTOMER SERVICES JOB	1%
STOCK CONTROL CLUSTER	4%
DEMAND PROCESSING CLUSTER	3%
MISSION SUPPORT JOB	5%
RECORDS MAINTENANCE JOB	*
BENCH STOCK CLUSTER	5%
MATERIEL CONTROL CLUSTER	2%
REPAIR CYCLE CLUSTER	5%
EQUIPMENT MANAGEMENT JOB	1%
INVENTORY JOB	2%
DOCUMENT CONTROL CLUSTER	2%
MOBILITY CLUSTER	2%
PICKUP AND DELIVERY CLUSTER	4%
NOT GROUPED	23%
<u>AFSC 2S0X2</u>	
COMPUTER SYSTEM OPERATIONS CLUSTER	100%

\* Denotes less than 1 percent

TABLE 21

TIME SPENT ON DUTIES BY 1-48 MONTHS TAFMS 2S0X1 PERSONNEL  
(RELATIVE PERCENT OF JOB TIME)

DUTIES	PERCENT TIME SPENT (N=690)
A ORGANIZING AND PLANNING	4
B DIRECTING AND IMPLEMENTING	3
C INSPECTING AND EVALUATING	1
D TRAINING	1
E PERFORMING GENERAL SUPPLY FUNCTIONS	16
F PERFORMING SUPPLY FILES, PUBLICATIONS, OR REPORT FUNCTIONS	3
G PERFORMING PROCEDURES AND ANALYSIS FUNCTIONS	*
H PERFORMING FUNDS MANAGEMENT	*
I PERFORMING COMPUTER SYSTEM OPERATIONS - BASE LEVEL	1
J PERFORMING COMPUTER SYSTEM OPERATIONS - COMMAND LEVEL OR EQUIVALENT	*
K PERFORMING INVENTORY FUNCTIONS	3
L PERFORMING DOCUMENT CONTROL FUNCTIONS	3
M PERFORMING RECORDS MAINTENANCE FUNCTIONS	1
N PERFORMING CUSTOMER SERVICE UNIT (CSU) FUNCTIONS	2
O PERFORMING BENCH STOCK FUNCTIONS	4
P PERFORMING COMBAT OPERATIONS SUPPORT FUNCTIONS	7
Q PERFORMING RETAIL SALES FUNCTIONS	5
R PERFORMING EQUIPMENT MANAGEMENT FUNCTIONS	1
S PERFORMING STOCK CONTROL FUNCTIONS	4
T PERFORMING MISSION SUPPORT FUNCTIONS	4
U PERFORMING WAR READINESS MATERIEL (WRM) FUNCTIONS	3
V INSPECTING, IDENTIFYING, AND CLASSIFYING PROPERTY	2
W RECEIVING, ISSUING, STORING, AND DISTRIBUTING PROPERTY	26
X PERFORMING MATERIEL CONTROL OR UNIT SUPPLY FUNCTIONS	2
Y PERFORMING SUPPLY MOBILITY FUNCTIONS	2

\* Denotes less than 1 percent

TABLE 22

REPRESENTATIVE TASKS PERFORMED BY  
1-48 MONTHS TAFMS AFSC 2S0X1 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=690)
E235 SIGN ON OR OFF TERMINALS	60
E219 PERFORM TRANSACTION HISTORIES	52
W734 ACCEPT OR RECEIVE PROPERTY	44
E228 REPROCESS REJECTED INPUTS	36
W737 COMPARE PHYSICAL COUNT WITH INFORMATION CONTAINED IN RECEIVING DOCUMENTS, TAGS, LABELS, OR MARKINGS	31
A29 PARTICIPATE IN STAFF MEETINGS, COUNCIL MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS OTHER THAN TRAINING CONFERENCES	30
W773 PLACE PROPERTY IN WAREHOUSE BINS, RACKS, OR BAYS	27
W747 IN CHECK PROPERTY	27
W745 EXAMINE PROPERTY RECEIVED FOR DAMAGE	25
W744 EXAMINE CONTAINERS TO SEE THAT THEY ARE PROPERLY CLOSED, BANDED, OR SEALED	25
E238 UTILIZE CONSOLIDATED TRANSACTION HISTORIES (CTHs)	23
F241 ESTABLISH OR MAINTAIN DD FORMS 1348-6 SUSPENSE FILES	20
W752 INSURE PACKAGES ARE COMPATIBLE WITH PROPERTY MARKINGS	20
W746 FILE NOTICES TO STOCK AND NO-WAREHOUSE LOCATIONS	20
W788 SELECT METHODS OR EQUIPMENT FOR MOVEMENT OF PROPERTY	19
W749 INPUT WAREHOUSE LOCATION DATA	19
W775 PREPARE OR CORRECT BIN LABELS	19
E220 PREPARE OR PROCESS TRANSFERS TO DEFENSE REUTILIZATION MARKETING OFFICES	19
W772 PICK UP OR DELIVER SERVICEABLE OR NONSERVICEABLE ASSETS	18
P548 PROCESS ISSUE REQUESTS FOR CUSTOMERS	18
W754 INSURE SHIPPING DOCUMENTS ARE SECURELY ATTACHED AND PROTECTED	18
W739 CONDUCT WAREHOUSE VALIDATIONS	18
E224 PROCESS OR CLEAR DELINQUENT OR SOURCE DOCUMENTS	18
W767 OFFLOAD INCOMING PROPERTY	17
W738 CONDUCT RE-WAREHOUSING	17
W784 SEGREGATE PROPERTY FOR DELIVERED	16
W787 SELECT ITEMS TO BE ISSUED, SHIPPED, OR TRANSFERRED	16
W779 PROCESS RECEIPTS	16
F251 RESEARCH CATALOGS OR TECHNICAL PUBLICATIONS FOR ITEM IDENTIFICATION OR INDICATIVE DATA	14

TABLE 23

TIME SPENT ON DUTIES BY 1-48 MONTHS TICF 2S0X2 PERSONNEL  
(RELATIVE PERCENT OF JOB TIME)

DUTIES	PERCENT TIME SPENT (N=148)
A ORGANIZING AND PLANNING	2
B DIRECTING AND IMPLEMENTING	2
C INSPECTING AND EVALUATING	2
D TRAINING	1
E PERFORMING GENERAL SUPPLY FUNCTIONS	19
F PERFORMING SUPPLY FILES, PUBLICATIONS, OR REPORT FUNCTIONS	*
G PERFORMING PROCEDURES AND ANALYSIS FUNCTIONS	*
H PERFORMING FUNDS MANAGEMENT	*
I PERFORMING COMPUTER SYSTEM OPERATIONS - BASE LEVEL	71
J PERFORMING COMPUTER SYSTEM OPERATIONS - COMMAND LEVEL OR EQUIVALENT	*
K PERFORMING INVENTORY FUNCTIONS	*
L PERFORMING DOCUMENT CONTROL FUNCTIONS	*
M PERFORMING RECORDS MAINTENANCE FUNCTIONS	*
N PERFORMING CUSTOMER SERVICE UNIT (CSU) FUNCTIONS	*
O PERFORMING BENCH STOCK FUNCTIONS	*
P PERFORMING COMBAT OPERATIONS SUPPORT FUNCTIONS	0
Q PERFORMING RETAIL SALES FUNCTIONS	0
R PERFORMING EQUIPMENT MANAGEMENT FUNCTIONS	0
S PERFORMING STOCK CONTROL FUNCTIONS	*
T PERFORMING MISSION SUPPORT FUNCTIONS	0
U PERFORMING WAR READINESS MATERIEL (WRM) FUNCTIONS	0
V INSPECTING, IDENTIFYING, AND CLASSIFYING PROPERTY	0
W RECEIVING, ISSUING, STORING, AND DISTRIBUTING PROPERTY	*
X PERFORMING MATERIEL CONTROL OR UNIT SUPPLY FUNCTIONS	*
Y PERFORMING SUPPLY MOBILITY FUNCTIONS	*

\* Denotes less than 1 percent



TABLE 24

REPRESENTATIVE TASKS PERFORMED BY  
1-48 MONTHS TICF AFSC 2S0X2 PERSONNEL

TASKS	PERCENT MEMBERS PERFORMING (N=148)
I381 PRINT REPORTS	90
I345 INITIALIZE OR REINITIALIZE REMOTES	88
I385 PROCESS FILE STATUS, RELEVELING, OR FOLLOW UPS	86
I346 INITIALIZE PSEUDOREADER PROCESSING	86
I383 PROCESS DAY IMAGES	86
I384 PROCESS END-OF-NIGHT (EON) ACTIONS	83
I340 DISTRIBUTE COMPUTER OUTPUTS OR PRODUCTS	82
I412 UTILIZE SYSTEM CONTROL KEY-INS (CONS)	82
E235 SIGN ON OR OFF TERMINALS	82
I386 PROCESS REPORTS, TWILIGHTS, OR UTILITY PROGRAMS	81
I342 GENERATE INTEGRATED RECOVERY UNIT (IRU) DUMPS	80
I382 PROCESS CONSOLE INPUTS	78
I347 INITIALIZE SBSSs	78
E240 UTILIZE SYSTEM PROCESSORS, SUCH AS INTERACTIVE PROCESSING FACILITY (IPF) EDITOR (ED), OR CONVERSATIONAL TIME SHARING	76
I388 PROCESS REQUIRED INPUTS NEEDED TO CHANGE MODES OF PROCESSING	76
E237 PROCESS FILES TO OR FROM MAINFRAME AND MICROCOMPUTERS	73
I307 ANALYZE DATABASE FILES USING SOFTWARE CONVENTIONS, SUCH AS DATABASE MANAGEMENT UTILITY (DMU) OR NDA500	73
E239 UTILIZE MICROCOMPUTER DISK OPERATING SYSTEMS	69
I330 CORRECT PERIPHERAL MALFUNCTIONS	69
I372 PERFORM RECOVERY PROCEDURES	68
I344 IDENTIFY OR CORRECT OUTPUT QUEUES	67
I308 ANALYZE EXECUTIVE CONTROL LANGUAGE (ECL) RUNSTREAMS FOR ERROR CONDITIONS	67
I314 ANNOTATE OR REVIEW COMPUTER ROOM DIARIES OR LOGS	65
I401 REVIEW PREVIOUS SHIFT OPERATIONS	65
I310 ANALYZE LOG PRINTS OR DUMPS	65
I413 VERIFY COMPUTER EQUIPMENT MALFUNCTIONS	65
I334 DEVELOP OR DEBUG QUERY LANGUAGE PROCESSORS (QLPs)	65
I348 INITIATE CTHs THROUGH BATCH PROCESSING	63
I329 CORRECT ERRORS DETECTED BY PROCESSING PROGRAMS	63
I387 PROCESS REQUESTS FOR ADPE PRODUCTS	61
I402 REVIEW REMOTE PROCESSING STATION (RPS) CONSOLE TYPEOUTS	61
I379 PREPARE OR UPDATE ECL RUNSTREAMS	61
I380 PREPARE PARAMETER OR PROGRAM SELECT IMAGES	58
I357 MAINTAIN DATABASE INTEGRITY	57

TABLE 25

## TASKS WITH HIGHEST AFSC 2S0X1 TE RATINGS

TASKS	TNG EMP	PERCENT MEMBERS PERFORMING		TASK DIFF	
		1ST JOB (N=459)	1ST ENL (N=690)		
E238	UTILIZE CONSOLIDATED TRANSACTION HISTORIES (CTHS)	6.11	21	23	4.55
E235	SIGN ON OR OFF TERMINALS	6.10	59	60	2.42
E219	PERFORM TRANSACTION HISTORIES	6.10	47	52	4.28
E228	REPROCESS REJECTED INPUTS	6.03	34	36	3.65
W747	IN CHECK PROPERTY	5.94	27	27	3.36
W779	PROCESS RECEIPTS	5.86	15	16	4.01
W782	PROVIDE SECURITY HANDLING FOR CLASSIFIED PROPERTY	5.79	9	9	4.56
W781	PROCESS WAREHOUSE REFUSALS	5.61	6	8	4.41
W737	COMPARE PHYSICAL COUNT WITH INFORMATION CONTAINED IN RECEIVING DOCUMENTS, TAGS, LABELS, OR MARKINGS	5.59	32	31	3.49
W780	PROCESS WAREHOUSE CHANGE DOCUMENTS	5.44	7	8	3.82
E210	MAINTAIN STANDARDS OF GOOD HOUSEKEEPING	5.44	32	36	2.81
W734	ACCEPT OR RECEIVE PROPERTY	5.42	46	44	3.58
W776	PREPARE OR PROCESS TIN DOCUMENTS, OTHER THAN BENCH STOCK OR DIFM	5.35	15	15	3.71
W749	INPUT WAREHOUSE LOCATION DATA	5.15	19	19	3.37
E208	MAINTAIN REJECTED SUSPENSE FILES	5.10	15	17	3.50
W778	PREPARE RODs	5.07	5	5	4.84
W766	OBTAIN AUTHORIZED REPRESENTATIVE SIGNATURES FOR EQUIPMENT OR CLASSIFIED ITEMS	5.07	8	8	4.01
O517	PREPARE OR PROCESS BENCH STOCK ISSUE REQUESTS	5.03	8	8	3.45
E224	PROCESS OR CLEAR DELINQUENT OR SOURCE DOCUMENTS	5.01	18	18	4.11
E202	LOAD FREEZE CODES	5.01	15	17	2.95
W739	CONDUCT WAREHOUSE VALIDATIONS	5.00	18	18	4.54
E209	MAINTAIN SECURITY FOR CONTROLLED ITEMS	4.99	12	14	4.40
O509	CONDUCT BENCH STOCK INVENTORIES	4.99	5	7	3.81
W748	INITIATE REQUESTS FOR SPECIAL INVENTORIES	4.99	5	7	3.81
F251	RESEARCH CATALOGS OR TECHNICAL PUBLICATIONS FOR ITEM IDENTIFICATION OR INDICATIVE DATA	4.97	14	14	4.59
W773	PLACE PROPERTY IN WAREHOUSE BINS, RACKS, OR BAYS	4.93	28	27	2.65
W756	MAINTAIN CLASSIFIED, SENSITIVE, OR CONTROLLED ITEMS	4.93	13	13	4.66
V703	COMPARE IDENTIFY, CONDITION, OR STATUS OF PROPERTY WITH INFORMATION CONTAINED ON RECEIVING DOCUMENTS OR TAGS	4.92	9	10	4.40
O520	PROCESS ADDITIONS, DELETIONS, OR CHANGES TO MASTER BENCH STOCK DETAILS	4.89	7	8	4.18
F252	RESEARCH DEPARTMENT OF DEFENSE (DOD) OR AF PUBLICATIONS FOR GENERAL SUPPLY POLICIES OR PROCEDURES	4.85	10	11	4.73
W745	EXAMINE PROPERTY RECEIVED FOR DAMAGE	4.83	24	25	3.60
V733	VERIFY SECURITY CLASSIFICATION OF PROPERTY	4.77	3	3	5.12
O518	PREPARE OR PROCESS BENCH STOCK TINs	4.73	6	6	3.41
W775	PREPARE OR CORRECT BIN LABELS	4.73	19	19	3.09

TE MEAN = 2.13 S.D. = 1.44 HIGH TE = &lt;3.57

TD MEAN = 5.00 S.D. = 1.00

are listed in Table 26. Most deal with computer operations and are performed by very few members of either career ladder. A sample of tasks with the highest AFSC 2S0X2 TE ratings is listed in Table 27. Most deal with computer operations.

Various lists of tasks, accompanied by TE and TD ratings, are contained in the **TRAINING EXTRACT** package and should be reviewed in detail by technical school personnel. For a more detailed explanation of TE and TD ratings, see Task Factor Administration in the **SURVEY METHODOLOGY** section of this report.

### Specialty Training Standards (STS)

#### 2S0X1 STS

The AFSC 2S0X1 STS was recently updated and included in the CFETP for the career ladder. Senior AFSC 2S0X1 personnel on temporary duty to AFOMS to rewrite the Specialty Knowledge Test, matched tasks on the inventory to entries on the February 1995 STS. A listing of the STS was produced showing STS entries, tasks matched, percent members performing, and TE and TD ratings for each matched task. Criteria set forth in AETCR 52-22, Attachment 1, were used to review the relevance of each STS entry that had tasks matched to it. Any entry with matched tasks performed by 20 percent first-job (1-24 months TAFMS), first-enlistment (1-48 months TAFMS), 5-, or 7-skill level members, is considered to be supported by survey data.

STS paragraphs 1 and 2 deal with general topics and were not reviewed. Paragraphs 3-31 deal with the technical aspects of the specialty and most had tasks matched. Because of the diversity of the career ladder, nearly all STS entries were unsupported using the previously mentioned criteria. When percentages of members in the clusters and jobs performing matched tasks are used, instead of TAFMS and skill level groups, only nine STS entries were unsupported. These are: 4.8.1. - Load BCAS/MAPES; 6.7. - Process MDR; 8.3.3. - Types of levels - PUSH; 22.2.1. - Local purchase items files; 22.3. - Local maintenance items; 23.2.5. - Project materiel; 23.7.2. - Vendor owned gas cylinders; and 31.3.6. - DYNA-METRIC microcomputer analysis system. These STS entries with job group data are listed in the Training Extract and should be reviewed at the Utilization and Training Workshop scheduled for Fall 1995. While there were a number of tasks not matched to STS entries, most were performed by very low percentages of members of the jobs and do not warrant review.

#### 2S0X2 STS

The AFSC 2S0X2 STS was also recently updated and included in the CFETP for the career ladder. Senior AFSC 2S0X2 personnel at 344 TRS at Lackland AFB matched appropriate tasks in the inventory to entries in the February 1995 STS. A listing of the STS was produced showing STS entries, tasks matched, percent members performing, and TE and TD ratings for each matched task. Criteria set forth in AETCR 52-22, Attachment 1, were used to review the

TABLE 26

## TASKS WITH HIGHEST TD RATINGS

TASKS	TASK DIFF	PERCENT PERFORMING				PERCENT PERFORMING			
		2S0X1		2S0X2		2S0X1		2S0X2	
		1-48 (N=690)	2S051 (N=1,075)	2S071 (N=70)	TNG EMP	1-48 (N=148)	2S052 (N=34)	2S072 (N=30)	TNG EMP
J425	DEVELOP SCHEMA OR SUBSCHEMA CHANGES	8.06	0	0	.39	0	2	7	1.00
J416	CODE OR DEBUG PROGRAMS USING HIERARCHICAL PROGRAMMING	7.88	0	0	.56	2	4	9	.92
H287	COORDINATE END-OF-YEAR (EOY) CLOSEOUTS	7.73	2	4	1.35	4	9	20	1.34
J442	WRITE COMMAND LEVEL OR HIGHER PROGRAM RUN INSTRUCTIONS	7.71	0	0	.31	0	1	8	.69
J422	DEVELOP OR MAINTAIN SYSTEM INTERFACES, SUCH AS SIFs OR INTERACTIVE COMMUNICATIONS INTERFACES (ICIs)	7.53	0	0	.44	5	8	14	1.36
D156	DEVELOP CAREER DEVELOPMENT COURSE (CDC) MATERIALS	7.38	1	1	.44	0	1	1	.53
B48	DIRECT FUNDS MANAGEMENT FUNCTIONS	7.38	1	4	.94	1	1	1	.44
I335	DEVELOP OR DEBUG SUPPLY SYSTEM USER REPORTS GENERATOR	7.34	0	0	.39	51	55	63	6.32
J420	DEVELOP COMMAND PROGRAMS USING SURGE GV003	7.32	0	0	.48	3	5	12	1.37
H291	DEVELOP OR MANAGE STOCK FUND OPERATING PROGRAMS	7.31	0	1	1.00	1	1	1	.39
B63	DIRECT STOCK CONTROL FUNCTIONS	7.28	2	5	1.28	1	1	0	.54
A13	DEVELOP OR NEGOTIATE HOST-TENANT AGREEMENTS	7.21	2	4	.54	3	2	7	1.19
I331	DESIGN OR MAINTAIN LOCAL MICROCOMPUTER SOFTWARE APPLICATIONS	7.20	1	2	.52	29	34	47	4.19
B41	DIRECT COMMAND OR OTHER HIGHER LEVEL COMPUTER SYSTEMS	7.20	2	3	.51	2	3	11	.78
E196	IDENTIFY SBSS SOFTWARE PROBLEMS	7.20	5	8	2.07	53	58	76	4.47
B39	DIRECT BASE-LEVEL COMPUTER SYSTEMS OPERATIONS	7.14	3	3	.49	10	10	36	2.56
J423	DEVELOP REQUIREMENTS, SPECIFICATIONS, OR CONVERSION INSTRUCTIONS FOR SYSTEM IMPLEMENTATIONS	7.13	0	0	.39	0	1	10	.85
J426	DEVELOP STOCK RECORD ACCOUNT SATTELLIZATION PROCEDURES	7.10	0	0	.42	0	1	3	.59
B59	DIRECT PROCEDURES AND ANALYSIS FUNCTIONS	7.10	1	2	1.11	1	2	6	.88
H301	PREPARE OR MANAGE OPERATING BUDGETS FOR CHIEF OF SUPPLY	7.06	0	1	.99	0	1	0	.29
I352	INTERPRET DATABASE MANIPULATION LANGUAGE (DML) ERRORS	7.06	0	0	.49	36	44	57	4.78
J427	DEVELOP STOCK RECORD ACCOUNT SYSTEM IMPLEMENTATION PROCEDURES	7.05	0	0	.37	0	1	3	.69
E201	INTERPRET MICROCOMPUTER DIAGNOSTIC SOFTWARE	7.01	1	2	.99	19	21	38	3.37
I334	DEVELOP OR DEBUG QUERY LANGUAGE PROCESSORS (QLPs)	7.00	0	0	.38	65	69	71	6.69

TD MEAN = 5.00 S.D. = 1.00

2S0X1 TE MEAN = 2.13 S.D. = 1.44 HIGH TE &lt;3.57 2S0X2 TE MEAN = 1.07 S.D. = 1.56 HIGH TE = &lt;2.63

TABLE 27

## TASKS WITH HIGHEST AFSC 2S0X2 TE RATINGS

TASKS	TNG EMP	PERCENT MEMBERS PERFORMING			TASK DIFF
		1ST JOB (N=78)	1ST ASG (N=148)		
I334 DEVELOP OR DEBUG QUERY LANGUAGE PROCESSORS (QLPs)	6.69	55	65		7.00
I386 PROCESS REPORTS, TWILIGHTS, OR UTILITY PROGRAMS	6.47	86	84		4.98
I412 UTILIZE SYSTEM CONTROL SKY-INS (CONS)	6.46	79	82		4.69
I335 DEVELOP OR DEBUG SUPPLY SYSTEM USER REPORTS GENERATOR	6.32	46	51		7.34
I385 PROCESS FILE STATUS, RELEVELING, OR FOLLOW-UPS	6.25	90	86		4.51
I388 PROCESS REQUIRED INPUTS NEEDED TO CHANGE MODES OF PROCESSING	6.19	79	76		4.81
I357 MAINTAIN DATABASE INTEGRITY	6.00	45	57		6.10
I347 INITIALIZE SBSSs	5.98	81	78		4.33
I383 PROCESS DAY IMAGES	5.88	91	86		4.00
E240 UTILIZE SYSTEM PROCESSORS, SUCH AS INTERACTIVE PROCESSING FACILITY (IPF), EDITOR (ED), OR CONVERSATIONAL TIME SHARING	5.88	79	76		5.98
I384 PROCESS END-OF-NIGHT (EON) ACTIONS	5.88	88	83		4.34
I309 ANALYZE INCOMING BASE-LEVEL AUTOMATED MESSAGE EXTRACT SYSTEM (BLAMES) PRINT FILES	5.85	47	51		6.46
I381 PRINT REPORTS	5.81	91	90		3.95
I391 RECOVER SIFs	5.71	15	21		6.54
E237 TRANSFER FILES TO OR FROM MAINFRAME AND MICROCOMPUTERS	5.71	71	73		4.82
I372 PERFORM RECOVERY PROCEDURES	5.68	59	68		6.69
F212 MAINTAIN SUPPLY INTERFACE SYSTEM (SIFs) PROGRAMS	5.66	31	35		6.45
I346 INITIALIZE PSEUDOREADER PROCESSING	5.61	90	86		4.07
E239 UTILIZE MICROCOMPUTER DISK OPERATING SYSTEMS	5.61	71	70		5.03
I407 TRANSFER FILES VIA DEFENSE DATA NETWORKS (DDNs)	5.59	49	57		5.74
I307 ANALYZE DATABASE FILES USING SOFTWARE CONVENTIONS, SUCH AS DATABASE MANAGEMENT UTILITY (DMU) OR NDA500	5.56	72	73		6.71
I345 INITIALIZE OR REINITIALIZE REMOTES	5.54	91	88		4.07
I382 PROCESS CONSOLE INPUTS	5.46	79	78		3.93
I411 UTILIZE EMULATOR PACKAGES	5.46	47	57		5.17

TE MEAN = 2.13 S.D. = 1.44 HIGH TE = &lt;3.57

TD MEAN = 5.00 S.D. = 1.00

relevance of each STS entry that had tasks matched to it. Any entry with matched tasks performed by 20 percent first-job (1-24 months TICF), first-assignment (1-48 months TICF), 5-, or 7-skill level members, is considered to be supported by survey data.

STS paragraphs one and two deal with general topics and were not reviewed. Paragraphs 3-15 deal with the technical aspects of the specialty and most had tasks matched. Only six entries were unsupported by survey data: 3.1.1. - Research Publications; 11.7.1. - Constructs and Verbs; 11.7.5. - Develop Combined Retrievals; 11.7.8. - Modify [data bases]; 12.5.2. - Base Level systems; and 12.5.3. - AFMC. These elements with survey data are listed in the AFSC 2S0X2 Training Extract accompanying this report. Functional and training personnel need to review these to determine if they should remain in the STS. There were seven technical tasks with high TE and performed by more than 20 percent of criterion group members that were not matched to the STS (see Table 28). These also need to be reviewed to determine if they suggest topics that should be included in the STS.

### Summary

Both the STSs were reviewed using OSR data. While both documents are quite well supported, there are sections of each that need to be reviewed to determine if the topics are appropriate for the documents. There are a few AFSC 2S0X2 tasks which were not matched to the STS that also need to be reviewed to determine if they suggest topics that should be included.

## **JOB SATISFACTION ANALYSIS**

An examination of job satisfaction indicators can give career ladder managers a better understanding of factors that may affect the job performance of career ladder airmen. Therefore, the survey booklet included questions about job interest, perceived utilization of talents and training, sense of accomplishment from work, and reenlistment intentions. The responses of the current survey sample were then analyzed by making comparisons between members of AFSC 2S0X1 TAFMS groups and AFSC 2S0X2 TICF groups and related TAFMS groups of 11 logistics specialties surveyed in 1994.

AFSC 2S0X1 TICF data were compared to TAFMS data since no related lateral specialties were surveyed in 1994. Other job satisfaction comparisons made were between current and previous experience groups and between the three jobs identified in the **SPECIALTY JOBS** section of this report.

Table 29 shows the comparison of AFSC 2S0X1 and AFSC 2S0X2 experience group data to corresponding TAFMS groups from 11 related logistics specialties. First-enlistment AFSC 2S0X1 personnel have lower overall satisfaction indicators than members of the comparative sample. Second-enlistment and career AFSC 2S0X1 personnel are similar to members of the

TABLE 28

## AFSC 2S0X2 TASKS NOT MATCHED TO THE STS

TASKS	TNG EMP	PERCENT MEMBERS PERFORMING				7-LVL (N=309)	TSK DIFF
		1ST			5-LVL (N=343)		
		JOB (N=78)	ASG (N=148)				
G271	3.95	22	26	29	41	6.26	
I359	3.81	22	28	34	38	5.00	
I360	4.00	18	22	31	35	6.02	
I401	3.80	63	66	69	50	4.79	
I406	3.05	18	25	37	50	5.88	
I413	4.95	58	65	68	63	5.38	

TE MEAN = 1.07 S.D. = 1.56 HIGH TE = 2.63

TD MEAN = 5.00 S.D. = 100

TABLE 29

COMPARISON OF EXPERIENCE GROUPS SATISFACTION DATA  
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MONTHS</u>			<u>49-96 MONTHS</u>			<u>97+ MONTHS</u>		
	<u>2S0X1</u>	<u>2S0X2</u>	<u>COMP</u>	<u>2S0X1</u>	<u>2S0X2</u>	<u>COMP</u>	<u>2S0X1</u>	<u>2S0X2</u>	<u>COMP</u>
	<u>TAFMS</u>	<u>TICF</u>	<u>SAMPLE</u>	<u>TAFMS</u>	<u>TICF</u>	<u>SAMPLE</u>	<u>TAFMS</u>	<u>TICF</u>	<u>SAMPLE</u>
	<u>(N=690)</u>	<u>(N=148)</u>	<u>(N=3,099)</u>	<u>(N=526)</u>	<u>(N=253)</u>	<u>(N=2,781)</u>	<u>(N=1,034)</u>	<u>(N=262)</u>	<u>(N=5,702)</u>
<u>EXPRESSED JOB INTEREST</u>									
Interesting	54	84	64	63	77	62	73	82	69
So-So	27	11	23	25	14	26	17	12	22
Dull	19	5	13	12	9	12	10	6	9
<u>TALENTS ARE USED</u>									
Fairly well to perfectly	58	82	68	76	83	71	82	86	79
Very Little to Not At All	42	18	32	24	17	29	18	14	21
<u>TRAINING IS USED</u>									
Fairly Well to Perfectly	82	84	89	77	78	86	80	81	82
Very Little to Not At All	18	16	11	23	21	14	20	19	18
<u>SENSE OF ACCOMPLISHMENT</u>									
Satisfied	63	71	68	73	72	69	75	76	74
Neutral	20	13	17	10	9	15	9	6	11
Dissatisfied	17	16	15	17	19	16	16	18	15
<u>REENLISTMENT INTENTIONS</u>									
Will Reenlist	61	78	65	79	71	80	75	66	76
Will Not Reenlist	39	19	35	21	16	20	7	6	6
Will Retire	0	3	0	0	13	0	18	28	18



comparative sample. First-enlistment AFSC 2S0X1 personnel find their jobs less interesting and feel their talents are not well used. First- and second-assignment AFSC 2S0X2 personnel, on the other hand, have higher overall indicators than both AFSC 2S0X1 respondents and members of the comparative sample.

Table 30 compares job satisfaction data for current AFSC 2S0X1 members with those reported in the previous OSR. Responses are rather alike except a higher percentage of current first-enlistment AFSC 2S0X1 personnel feel their training is used. Table 31 presents figures comparing current AFSC 2S0X2 experience groups with responses from the previous OSR. Current first-assignment personnel have lower overall indicators than those reported in 1988, with the exception of the 49-96 month TICF group. A higher percentage feel their talents and training are used, and more are satisfied with their jobs.

Table 32 presents satisfaction data for members of the various clusters and jobs identified in the career field. Members in the Pickup and Delivery Cluster had the lowest overall indicators as they felt their talents and training were not well used and their jobs did not give a high sense of accomplishment. While members with the Receiving, Records Maintenance, Materiel Control, Document Control, and Mobility jobs did not find their jobs as interesting, most felt their training was being used. The exceptions were those with the Mobility job, where fewer than in the Pickup and Delivery Cluster felt their training was used. These figures suggest those who work somewhat outside the specialty have the lowest satisfaction.

### Summary

Overall, AFSC 2S0X1 satisfaction indicators are lower than those of AFSC 2S0X2 and members of related logistic specialties surveyed in 1994. Indicators have remained generally stable over the last 6 years. Members with some of the less technical jobs are not as satisfied with their jobs.

## **IMPLICATIONS**

The present classification structure, as described by the *Specialty Descriptions* in the February 1995 CFETP, accurately portrays the work being performed by members of the two career ladders. Analysis of career ladder documents indicates both STSs are well supported by OSR data. There are, however, some AFSC 2S0X2 tasks not matched to the STS which should be reviewed to determine if their inclusion in future revisions is warranted. AFSC 2S0X1 job satisfaction indicators are lower than those of 2S0X2 respondents and members of related specialties surveyed in 1994. Indicators, however, have remained stable over the last 6 years. Members with the less technical jobs are not as satisfied as other members of the career ladders.

TABLE 30

COMPARISON OF CURRENT AFSC 2S0X1 AND PREVIOUS JOB SATISFACTION DATA  
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MONTHS</u>			<u>49-96 MONTHS</u>			<u>97+ MONTHS</u>		
	1995	1988	1988	1995	1988	1988	1995	1988	1988
	2S0X1	645X0	645X1	2S0X1	645X0	645X1	2S0X1	645X0	645X1
	(N=690)	(N=1,114)	(N=502)	(N=526)	(N=471)	(N=294)	(N=1,034)	(N=890)	(N=297)
<u>EXPRESSED JOB INTEREST</u>									
Interesting	54	58	49	63	65	54	73	77	79
So-So	27	26	30	25	21	32	17	15	14
Dull	19	16	21	12	14	14	10	8	7
<u>TALENTS ARE USED</u>									
Fairly well to perfectly	58	69	56	76	76	70	82	82	83
Very Little to Not At All	42	31	44	24	24	30	18	18	17
<u>TRAINING IS USED</u>									
Fairly Well to Perfectly	82	76	75	77	79	72	80	79	82
Very Little to Not At All	18	24	25	23	21	28	20	21	18
<u>SENSE OF ACCOMPLISHMENT</u>									
Satisfied	63	63	57	73	68	62	75	73	78
Neutral	20	18	16	10	13	18	9	9	8
Dissatisfied	17	19	27	17	19	20	16	18	14
<u>REENLISTMENT INTENTIONS</u>									
Will Reenlist	61	66	67	79	78	83	75	76	78
Will Not Reenlist	39	34	33	21	22	17	7	6	3
Will Retire	0	0	0	0	0	0	18	18	19

TABLE 31

COMPARISON OF CURRENT AFSC 2S0X2 AND PREVIOUS AFSC 645X2 JOB SATISFACTION DATA  
(PERCENT MEMBERS RESPONDING)

	<u>1-48 MONTHS T1CF</u>		<u>49-96 MONTHS T1CF</u>		<u>97+ MONTHS T1CF</u>	
	1995 (N=148)	1988 (N=68)	1995 (N=253)	1988 (N=51)	1995 (N=55)	1988 (N=262)
<u>EXPRESSED JOB INTEREST</u>						
Interesting	84	86	77	80	82	88
So-So	11	7	14	16	12	10
Dull	5	7	9	4	6	2
<u>TALENTS ARE USED</u>						
Fairly well to perfectly	82	93	83	80	86	92
Very Little to Not At All	18	7	17	20	14	8
<u>TRAINING IS USED</u>						
Fairly Well to Perfectly	84	91	78	73	81	90
Very Little to Not At All	16	9	22	27	19	10
<u>SENSE OF ACCOMPLISHMENT</u>						
Satisfied	71	88	72	68	76	83
Neutral	13	6	9	12	6	7
Dissatisfied	16	6	19	20	18	10
<u>REENLISTMENT INTENTIONS</u>						
Will Reenlist	78	84	71	82	66	58
Will Not Reenlist	19	12	16	16	6	11
Will Retire	3	4	13	2	28	31

TABLE 32

JOB SATISFACTION DATA FOR JOBS  
(PERCENT MEMBERS RESPONDING)

	COMP SYS (N=622)	TRAIN (N=17)	RESEARCH (N=10)	FUNDS MGMT (N=12)	ANALYSIS (N=71)	SUPV (N=456)	INSPECT (N=70)	RECEIVE (N=337)	WRM (N=98)
<u>EXPRESSED JOB INTEREST</u>									
Interesting	81	76	70	84	96	76	86	54	65
So-So	12	18	30	8	4	15	7	26	26
Dull	7	6	0	8	0	9	7	20	9
<u>TALENTS ARE USED</u>									
Fairly well to perfectly	85	82	80	82	86	82	91	62	78
Very Little to Not At All	15	18	20	8	14	18	9	38	22
<u>TRAINING IS USED</u>									
Fairly Well to Perfectly	82	76	90	83	80	81	96	84	88
Very Little to Not At All	18	24	10	17	20	19	4	16	12
<u>SENSE OF ACCOMPLISHMENT</u>									
Satisfied	73	88	90	100	84	77	86	59	70
Neutral	9	6	0	0	3	8	10	18	15
Dissatisfied	18	6	10	0	13	15	4	23	15
<u>REENLISTMENT INTENTIONS</u>									
Will Reenlist	72	79	60	75	83	67	76	70	83
Will Not Reenlist	14	3	40	17	4	9	7	24	15
Will Retire	14	18	0	8	13	24	17	6	2

TABLE 32 (CONTINUED)

JOB SATISFACTION DATA FOR JOBS  
(PERCENT MEMBERS RESPONDING)

	RETAIL SALES (N=100)	CUST SVS (N=24)	STK CTRL (N=96)	DEMAND PROCESS (N=43)	MICAP (N=103)	RECORDS MAINT (N=23)	BENCH STOCK (N=76)	INSPECT (N=70)	MATERIEL CONTROL (N=44)
Interesting	58	70	77	72	86	52	60	86	37
So-So	29	17	19	21	9	26	18	7	45
Dull	13	13	4	7	5	22	22	7	18
Fairly well to perfectly	63	83	82	74	91	65	71	91	68
Very Little to Not At All	37	17	18	26	9	35	29	9	32
Fairly Well to Perfectly	80	87	91	93	94	87	76	96	77
Very Little to Not At All	20	13	9	7	6	13	24	4	23
Satisfied	69	70	79	72	78	65	62	86	56
Neutral	12	17	10	12	9	13	20	10	14
Dissatisfied	19	13	11	16	13	22	18	4	30
Will Reenlist	71	79	75	83	75	78	67	76	66
Will Not Reenlist	20	21	21	12	24	22	9	7	25
Will Retire	9	0	4	5	1	0	24	17	9

EXPRESSED JOB INTERESTTALENTS ARE USEDTRAINING IS USEDSENSE OF ACCOMPLISHMENTREENLISTMENT INTENTIONS

TABLE 32 (CONTINUED)

JOB SATISFACTION DATA FOR JOBS  
(PERCENT MEMBERS RESPONDING)

	REPAIR CYCLE (N=62)	EQUIP MGMT (N=43)	INVENTORY (N=58)	DOC CTRL (N=35)	MOBILITY (N=59)	PICKUP DELIVERY (N=33)
<u>EXPRESSED JOB INTEREST</u>						
Interesting	52	70	79	43	51	40
So-So	29	23	16	26	27	33
Dull	19	7	5	31	22	27
<u>TALENTS ARE USED</u>						
Fairly well to perfectly	66	86	79	51	58	30
Very Little to Not At All	34	14	21	49	42	70
<u>TRAINING IS USED</u>						
Fairly Well to Perfectly	77	88	95	60	47	58
Very Little to Not At All	23	12	5	40	53	42
<u>SENSE OF ACCOMPLISHMENT</u>						
Satisfied	66	89	83	60	61	39
Neutral	21	9	7	20	14	33
Dissatisfied	13	2	10	20	25	27
<u>REENLISTMENT INTENTIONS</u>						
Will Reenlist	71	84	68	66	59	52
Will Not Reenlist	29	14	22	34	24	45
Will Retire	0	2	10	0	17	3

**APPENDIX A**

**REPRESENTATIVE TASKS PERFORMED BY  
MEMBERS OF CAREER LADDER JOBS**

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TABLE A1

**COMPUTER SYSTEMS OPERATIONS CLUSTER**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
E235 SIGN ON OR OFF TERMINALS	83
I381 PRINT REPORTS	81
I412 UTILIZE SYSTEM CONTROL KEY-INS (CONS)	79
I345 INITIALIZE OR REINITIALIZE REMOTES	79
E240 UTILIZE SYSTEM PROCESSORS, SUCH AS INTERACTIVE PROCESSING FACILITY (IPF), EDITOR (ED), OR CONVERSATIONAL TIME SHARING	78
I346 INITIALIZE PSEUDOREADER PROCESSING	78
I386 PROCESS REPORTS, TWILIGHTS, OR UTILITY PROGRAMS	77
E237 TRANSFER FILES TO OR FROM MAINFRAME AND MICROCOMPUTERS	77
I342 GENERATE INTEGRATED RECOVERY UNIT (IRU) DUMPS	75
I383 PROCESS DAY IMAGES	75
I347 INITIALIZE SBSSs	75
I385 PROCESS FILE STATUS, RELEVELING, OR FOLLOW-UPS	75
E239 UTILIZE MICROCOMPUTER DISK OPERATING SYSTEMS	74
I330 CORRECT PERIPHERAL MALFUNCTIONS	74
I340 DISTRIBUTE COMPUTER OUTPUTS OR PRODUCTS	73
I384 PROCESS END-OF-NIGHT (EON) ACTIONS	73
I308 ANALYZE EXECUTIVE CONTROL LANGUAGE (ECL) RUNSTREAMS FOR ERROR CONDITIONS	72
I334 DEVELOP OR DEBUG QUERY LANGUAGE PROCESSORS (QLPs)	72
I382 PROCESS CONSOLE INPUTS	71
I388 PROCESS REQUIRED INPUTS NEEDED TO CHANGE MODES OF PROCESSING	70
I413 VERIFY COMPUTER EQUIPMENT MALFUNCTIONS	70
I307 ANALYZE DATABASE FILES USING SOFTWARE CONVENTIONS, SUCH AS DATABASE MANAGEMENT UTILITY (DMU) OR NDA500	70
I392 REPORT PROBLEMS TO SBSS CONTROL ROOM OR FIELD ASSISTANCE BRANCH	68
I372 PERFORM RECOVERY PROCEDURES	67
I314 ANNOTATE OR REVIEW COMPUTER ROOM DIARIES OR LOGS	66
E196 IDENTIFY SBSS SOFTWARE PROBLEMS	66
I329 CORRECT ERRORS DETECTED BY PROCESSING PROGRAMS	66
I348 INITIATE CTHs THROUGH BATCH PROCESSING	65
I387 PROCESS REQUESTS FOR ADPE PRODUCTS	64

TABLE A2

**TRAINING JOB**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>	
D141	ADVISE UNIT OR STAFF PERSONNEL ON TRAINING MATTERS	100
D146	CONDUCT LOCAL CLASSROOM TRAINING	94
D164	EVALUATE EFFECTIVENESS OF TRAINING PROGRAMS	94
D173	MAINTAIN TRAINING AIDS OR DEVICES	94
D140	ADMINISTER OR SCORE TESTS	88
D149	CONDUCT TRAINING BRIEFINGS OR CONFERENCES	88
D150	COUNSEL TRAINEES ON TRAINING PROGRESS	82
D188	SCHEDULE TRAINING SESSIONS, OTHER THAN OJT	82
D172	MAINTAIN STUDY REFERENCE FILES	82
D177	PLAN TRAINING, OTHER THAN OJT	76
D174	MAINTAIN TRAINING RECORDS, CHARTS, OR GRAPHS	76
D183	REVIEW SPECIALTY TRAINING STANDARDS (STSs) OR CDCs	76
D163	ESTABLISH UNIT TRAINING REQUIREMENTS	71
D159	DEVELOP TRAINING AIDS	71
D175	PARTICIPATE IN TRAINING CONFERENCES	71
D184	REVIEW TRAINING REPORTS	71
A29	PARTICIPATE IN STAFF MEETINGS, COUNCIL MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN TRAINING CONFERENCES	71
D160	DIRECT OJT PROGRAMS	65
D189	WRITE TEST QUESTIONS	65
D171	INSPECT TRAINING AIDS FOR OPERATION OR SUITABILITY	65
A8	DETERMINE WORK PRIORITIES	65
D168	EVALUATE TRAINING METHODS OR TECHNIQUES	59
D179	PREPARE LESSON PLANS OR PLANS OF INSTRUCTIONS (POIs)	59
D186	SCHEDULE PERSONNEL FOR NONTECHNICAL TRAINING	59
D170	IMPLEMENT TRAINING PROGRAMS, OTHER THAN OJT	53
D167	EVALUATE PROGRESS OF TRAINEES, OTHER THAN RESIDENT COURSE STUDENTS	53
D162	ESTABLISH STUDY REFERENCE FILES	53
D147	CONDUCT OJT	53
D169	IMPLEMENT OJT PROGRAMS	47
D190	WRITE TRAINING REPORTS	47

TABLE A3

**RESEARCH JOB**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
F241 ESTABLISH OR MAINTAIN DD FORMS 1348-6 SUSPENSE FILES	100
F251 RESEARCH CATALOGS OR TECHNICAL PUBLICATIONS FOR ITEM IDENTIFICATION OR INDICATIVE DATA	90
E235 SIGN ON OR OFF TERMINALS	80
E229 RETRIEVE CONTRACT INFORMATION FROM BASE CONTRACTING AUTOMATED SYSTEMS (BCASs)	70
E222 PROCESS EMERGENCY WALK-THROUGHS	60
E228 REPROCESS REJECTED INPUTS	50
E219 PERFORM TRANSACTION HISTORIES	30
E234 SET UP MICROCOMPUTER HARDWARE	20
F253 RESEARCH PUBLICATIONS FOR EQUIPMENT OPERATION OR MAINTENANCE PROCEDURES	20
E204 MAINTAIN FEDERAL LOGISTICS (FEDLOG) DATABASES	20
A29 PARTICIPATE IN STAFF MEETINGS, COUNCIL MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN TRAINING CONFERENCES	20
B44 DIRECT DEMAND PROCESSING FUNCTIONS	20
X806 PROCESS ISSUE REQUESTS THROUGH SBSS FUNCTIONS	10

TABLE A4

**FUNDS MANAGEMENT JOB**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
H283 ANALYZE DAILY AND MONTHLY FINANCIAL LISTINGS	100
H294 MANAGE GENERAL SUPPORT, SYSTEM SUPPORT, OR REPAIRABLE SUPPORT STOCK FUND MONIES	100
H303 RESOLVE FUNDING PROBLEMS WITH SUPPLY CUSTOMERS	100
H286 COMPILE HISTORICAL DATA FOR TREND ANALYSIS	100
H289 COORDINATE STOCK FUND ACTIONS WITH ACCOUNTING AND FINANCE	92
H296 MONITOR LOCAL PURCHASE, RECEIVED NO BILLED (RNB), OR RESEARCH AND FOLLOW-UP LISTING	92
H305 REVIEW FREE ISSUE FORCED CREDIT SURVEILLANCE LISTINGS	92
H302 RESEARCH ACCOUNTING AND FINANCE REJECT PROBLEMS	92
H284 APPROVE OR DISAPPROVE FREE SHIPMENTS OR CREDIT CODE "Y" TINs	92
H287 COORDINATE END-OF-YEAR (EOY) CLOSE-OUTS	92
H288 COORDINATE FUNDING PROBLEMS BETWEEN RESOURCE ADVISORS AND BUDGET PERSONNEL	83
E235 SIGN ON OR OFF TERMINALS	83
E219 PERFORM TRANSACTION HISTORIES	83
C130 REVIEW FUNDS REQUIREMENTS	83
H291 DEVELOP OR MANAGE STOCK FUND OPERATING PROGRAMS	75
E238 UTILIZE CONSOLIDATED TRANSACTION HISTORIES (CTHs)	75
H298 MONITOR OBLIGATED DUE-OUT PROGRAMS	75
H292 DEVELOP TREND CHARTS FOR FUNDS MANAGEMENT	75
H301 PREPARE OR MANAGE OPERATING BUDGETS FOR CHIEF OF SUPPLY	75
H285 BRIEF CHIEF OF SUPPLY ON STOCK FUND POSITION	75
H297 MONITOR MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP) LISTINGS	75
H299 PARTICIPATE IN FINANCIAL WORKING GROUP OR FINANCIAL MANAGEMENT BOARD MEETINGS	75
H290 DETERMINE REQUIREMENTS FOR SPECIAL LEVELS IMPACTING STOCK FUNDS	75
E230 REVIEW AND POST AIR FORCE (AF)-WIDE RELEASE AMENDMENTS TO USAF SUPPLY MANUAL (AFM 67-1)	67
C106 EVALUATE BUDGET OR FINANCIAL REQUIREMENTS	67

TABLE A5

## ANALYSIS CLUSTER

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A29 PARTICIPATE IN STAFF MEETINGS, COUNCIL MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN TRAINING CONFERENCES	80
G256 CONDUCT PERIODIC PROCEDURE AND ANALYSIS VISITS	80
G254 ANALYZE STATISTICAL SUPPLY DATA TO DETERMINE SUPPLY EFFECTIVENESS OR DEFICIENCIES	73
G272 PERFORM ANNUAL INTERNAL SURVEILLANCE VISITS ON FUNCTIONS OF SUPPLY ORGANIZATIONS	73
G255 CONDUCT ANNUAL REVIEWS OF LOCAL SUPPLY SUPPLEMENTS	65
E235 SIGN ON OR OFF TERMINALS	63
A15 DEVELOP SELF-INSPECTION OR INTERNAL SURVEILLANCE PROGRAMS	62
G262 DEVELOP SUPPLEMENTS OR CHANGES FOR SUPPLY PUBLICATIONS	62
G282 REVIEW CHIEF OF SUPPLY OPERATING INSTRUCTIONS OR SUPPLEMENTS	60
G261 COORDINATE WITH INITIATORS ON RECURRING ERRORS, SUCH AS DISCREPANCY REPORTS (DISREPs) OR REJECTS	59
G258 COORDINATE REJECT CORRECTIONS WITH OTHER UNITS OR ACCOUNTS OUTSIDE BASE SUPPLY	56
C133 REVIEW STAFF STUDIES, SURVEYS, OR SPECIAL REPORTS, OTHER THAN TRAINING REPORTS	56
G260 COORDINATE UNIQUE OR IMPORTANT CHIEF OF SUPPLY REQUIREMENTS OR PROBLEMS	56
G281 RESOLVE PROCEDURAL PROBLEMS FROM SATELLITES, SEPARATE ACCOUNTS, OR INTERFACE AGENCIES	56
A16 DEVELOP WORK METHODS OR PROCEDURES	55
G269 MONITOR REJECT CONTROL PROGRAMS	53
G267 MONITOR ACTIONS ON SPECIAL INTEREST ITEMS	53
C101 CONDUCT FUNCTIONAL INSPECTIONS OF SUPPLY ORGANIZATIONS	51
B59 DIRECT PROCEDURES AND ANALYSIS FUNCTIONS	49
C137 WRITE INSPECTION REPORTS	48
E239 UTILIZE MICROCOMPUTER DISK OPERATING SYSTEMS	48
G266 MAINTAIN TREND CHARTS	46
B36 COMPILE DATA FOR STAFF STUDIES	45

TABLE A6

**SUPERVISORY CLUSTER**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
A8 DETERMINE WORK PRIORITIES	89
A29 PARTICIPATE IN STAFF MEETINGS, COUNCIL MEETINGS, BRIEFINGS, CONFERENCES, OR WORK SHOPS, OTHER THAN TRAINING CONFERENCES	85
B38 COUNSEL SUBORDINATES ON PERSONAL OR MILITARY-RELATED MATTERS	85
C136 WRITE EPRs	83
A21 ESTABLISH PERFORMANCE STANDARDS FOR SUBORDINATES	74
A16 DEVELOP WORK METHODS OR PROCEDURES	73
A35 SCHEDULE LEAVES, PASSES, OR TEMPORARY DUTY (TDY)	72
C102 CONDUCT PERFORMANCE FEEDBACK WORKSHEET SESSIONS	72
C138 WRITE RECOMMENDATIONS FOR AWARDS OR DECORATIONS	69
B84 ORIENT NEWLY ASSIGNED PERSONNEL	68
C124 INSPECT PERSONNEL FOR COMPLIANCE WITH MILITARY STANDARDS	67
A23 ESTABLISH WORK SCHEDULES	66
A5 DETERMINE OFFICE SPACE, EQUIPMENT, OR SUPPLY REQUIREMENTS	65
B37 CONDUCT STAFF MEETINGS OR BRIEFINGS	63
A1 ASSIGN PERSONNEL TO DUTY POSITIONS	61
B 81 INTERPRET POLICIES, DIRECTIVES, OR PROCEDURES FOR SUBORDINATES	60
E219 PERFORM TRANSACTION HISTORIES	59
A15 DEVELOP SELF-INSPECTION OR INTERNAL SURVEILLANCE PROGRAMS	58
D147 CONDUCT OJT	56
A2 ASSIGN SPONSORS FOR NEWLY ASSIGNED PERSONNEL	54
C108 EVALUATE INDIVIDUALS FOR PROMOTION, DEMOTION, RECLASSIFICATION, OR REENLISTMENT	51
A31 PLAN OR PREPARE BRIEFINGS	51
A11 DEVELOP MANAGEMENT OBJECTIVES	49
A20 ESTABLISH ORGANIZATIONAL POLICIES, OFFICE INSTRUCTIONS (OIs), OR STANDARD OPERATING PROCEDURES (SOPs)	49
B89 SUPERVISE INVENTORY MANAGEMENT SPECIALIST (AFSC 64550)	49
C99 ANALYZE WORKLOAD REQUIREMENTS	47
D150 COUNSEL TRAINEES ON TRAINING PROGRESS	47
D151 DETERMINE OJT REQUIREMENTS	46

TABLE A7

## INSPECTION CLUSTER

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
V728 PREPARE PROPERTY LABELS OR TAGS	96
V705 CONDEMN ITEMS	94
V703 COMPARE IDENTITY, CONDITION, OR STATUS OR PROPERTY WITH INFORMATION CONTAINED ON RECEIVING DOCUMENTS OR TAGS	93
V715 INITIATE OR PROCESS TRANSACTION IDENTIFICATION CODE (TRIC) CONDITION FCC OR IDENTITY FCH CHANGES	93
V701 ASSIGN CONDITION CODES	91
V730 RESEARCH ORGANIZATIONAL REFUSALS OF PROPERTY	90
E219 PERFORM TRANSACTION HISTORIES	86
V720 MAINTAIN MATERIEL SAFETY DATA SHEET (MSDS) PROGRAMS	87
V717 INSPECT ITEMS IN STORAGE FOR SIGNS OF CORROSION, DECAY, OR DETERIORATION	83
V700 ANNOTATE OR MARK REINSPECTION OR CURE DATES ON SUPPLIES OR EQUIPMENT	83
E220 PREPARE OR PROCESS TRANSFERS TO DEFENSE REUTILIZATION MARKETING OFFICES (DRMOs)	80
V712 IDENTIFY ITEMS REQUIRING SPECIAL STORAGE, SUCH AS REFRIGERATED, FLAMMABLE, OR RADIOACTIVE STORAGE	79
V706 CONDUCT STORAGE SURVEILLANCE	76
V732 VERIFY ITEMS REQUIRING WARRANTIES OR GUARANTEES	76
V733 VERIFY SECURITY CLASSIFICATION OF PROPERTY	76
V725 MONITOR SHELF-LIFE PROGRAMS	76
V731 VERIFY INTERCHANGEABILITY OF ITEMS	74
V711 IDENTIFY GOVERNMENT SCRAP	73
V726 MONITOR SUSPECT ITEMS	71
V713 IDENTIFY PROPERTY USING SUPPLY OR TECHNICAL PUBLICATIONS	70
V718 INSPECT PROPERTY TAGS OR LABELS TO VERIFY COMPLIANCE WITH TOCs OR TCTOs	68
V716 INSPECT GOVERNMENT-OWNED GAS CYLINDERS	68
V708 DETERMINE CAUSES OF UNSERVICEABILITY OF PROPERTY	66
V719 MAINTAIN INSPECTION OFF-LINE CHECKLISTS	63

TABLE A8

**RECEIVING CLUSTER**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
W734 ACCEPT OR RECEIVE PROPERTY	88
W737 COMPARE PHYSICAL COUNT WITH INFORMATION CONTAINED IN RECEIVING DOCUMENTS, TAGS, LABELS, OR MARKINGS	78
W745 EXAMINE PROPERTY RECEIVED FOR DAMAGE	72
E219 PERFORM TRANSACTION HISTORIES	71
W773 PLACE PROPERTY IN WAREHOUSE BINS, RACKS, OR BAYS	65
W744 EXAMINE CONTAINERS TO SEE THAT THEY ARE PROPERLY CLOSED, BANDED, OR SEALED	64
W747 IN CHECK PROPERTY	63
W746 FILE NOTICES TO STOCK AND NO-WAREHOUSE LOCATIONS	61
W788 SELECT METHODS OR EQUIPMENT FOR MOVEMENT OF PROPERTY	55
W753 INSURE PROPERTY IS PACKED PROPERLY FOR STORAGE	54
W752 INSURE PACKAGES ARE COMPATIBLE WITH PROPERTY MARKINGS	53
W738 CONDUCT RE-WAREHOUSING	52
W775 PREPARE OR CORRECT BIN LABELS	51
W749 INPUT WAREHOUSE LOCATION DATA	51
W754 INSURE SHIPPING DOCUMENTS ARE SECURELY ATTACHED AND PROTECTED	50
W739 CONDUCT WAREHOUSE VALIDATIONS	50
W779 PROCESS RECEIPTS	50
W767 OFFLOAD INCOMING PROPERTY	49
W787 SELECT ITEMS TO BE ISSUED, SHIPPED, OR TRANSFERRED	44
W785 SEGREGATE PROPERTY FOR IN-CHECKING	43
E202 LOAD FREEZE CODES	43
W759 MAINTAIN PROTECTIVE EQUIPMENT, SUCH AS APRONS AND GLOVES, USED IN HANDLING HAZARDOUS MATERIELS	40
W784 SEGREGATE PROPERTY FOR DELIVERY	37
W756 MAINTAIN CLASSIFIED, SENSITIVE, OR CONTROLLED ITEMS	37
W778 PREPARE WAREHOUSES FOR INVENTORIES	36
E228 REPROCESS REJECTED INPUTS	35



TABLE A9

**READINESS MATERIEL CLUSTER**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
U697 STORE WRSK OR RSP ASSETS	95
U682 ISSUE WRSK OR RSP ASSETS	92
U695 PROCESS WRSK OR RSP TINs	92
U674 ASSEMBLE WAR READINESS SPARES KITS (WRSKs) OR READINESS SPARES PACKAGES (RSPs) ASSETS	87
U694 PROCESS TRANSACTIONS TO LOAD, DELETE, OR CHANGE DETAILS	87
U675 CONDUCT WRSK OR RSP RECONCILIATIONS	87
U685 MAINTAIN WRM LISTINGS	77
U684 MAINTAIN RUNNING INVENTORIES ON WRSK OR RSP ASSETS	76
U679 IDENTIFY HAZARDOUS CARGO PRIOR TO DEPLOYMENTS	74
U692 PROCESS INPUTS TO TRANSFER ASSETS BETWEEN DETAILS	74
E219 PERFORM TRANSACTION HISTORIES	67
U698 UPDATE WRM DETAIL RECORDS FOR DEPLOYMENT	65
U676 COORDINATE ACTIONS REQUIRED TO TRANSFER ACCOUNTABILITY OF WRM AFTER DEPLOYMENT	65
U681 INITIATE RECORDS OR PROCESS REQUESTS FOR WRSK OR RSP	64
U686 MAINTAIN WRSKs OR RSPs AT 100 PERCENT USING OTHER AVAILABLE ASSETS UPON DEPLOYMENT NOTIFICATIONS	63
U696 PROCESS WRSK OR RSP WITHDRAWALS	61
U699 WEIGHT AND BALANCE WRM	58
W734 ACCEPT OR RECEIVE PROPERTY	57
U693 PROCESS ROBUSTING	55
U689 PREPARE WRM ASSETS FOR SHIPMENT, TO INCLUDE SPECIAL ASSET CARGO	51
U677 COORDINATE ACTIONS REQUIRED TO TRANSFER ACCOUNTABILITY OF WRSKs OR RSPs WITH HIGHER HEADQUARTERS	50
E228 PROCESS REJECTED INPUTS	48
B 66 DIRECT WAR READINESS MATERIEL FUNCTIONS	44
U680 IDENTIFY ITEMS TO BE MATED	42
U678 GUARD SPECIAL ASSET CARGO DURING LOADING OPERATIONS	39
U691 PREPARE WRSK OR RSP INVENTORY SUMMARIES	38

TABLE A10

**RETAIL SALES CLUSTER**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
Q579 PROVIDE RETAIL SALES COUNTER SERVICE TO CUSTOMERS	95
Q575 PROCESS BACK ORDERS OR DUE-OUTS	95
Q573 NOTIFY CUSTOMERS FOR PICKUP	91
Q581 RETURN PROPERTY TO STOCK WHEN NOT PICKED UP BY CUSTOMER	85
Q559 ISSUE OR TIN PERSONAL RETENTION AND ORGANIZATIONAL ITEMS	82
Q558 ISSUE BULK ITEMS	82
Q561 MAINTAIN BASE AUTOMATED SERVICE STORE (BASS) OR AUTOMATED INDIVIDUAL EQUIPMENT UNIT (IEU) DATA FILES	78
Q570 MAINTAIN SUSPENSE FILES FOR DUE-OUT RELEASE (DOR) ITEMS	74
Q576 PROCESS INCOMING OR OUTGOING CLEARANCES	71
Q578 PROCESS UNSERVICEABLE ASSETS TO OR FROM DRMO	70
Q585 VALIDATE WAREHOUSE LOCATIONS	70
Q564 MAINTAIN CUSTOMER AUTHORIZATION RECEIPT FILES	68
Q569 MAINTAIN PERSONAL RETENTION ITEMS APPROVED FOR ISSUE LETTERS	64
Q583 STORE RETAIL SALES ASSETS	62
Q586 VERIFY PROPERTY ACCEPTED FOR TIN IS TAGGED AND IDENTIFIED PRIOR TO ACCEPTANCE	60
Q563 MAINTAIN CUSTOMER AUTHORIZATION LISTINGS FOR BASE SERVICE STORES (BSSs) OR TOOL ISSUE CENTERS (TICs)	59
Q567 MAINTAIN ORGANIZATIONAL EQUIPMENT REQUIREMENT APPROVAL LETTERS	59
E228 REPROCESS REJECTED INPUTS	56
Q568 MAINTAIN PERSONAL EQUIPMENT AND ORGANIZATIONAL ISSUE FILES	56
Q560 ISSUE OR TIN TOOLS OR TOOL KITS	54
Q565 MAINTAIN OR VALIDATE TABLE OF ALLOWANCES, TA016	54
Q582 REVIEW STOCK NUMBER DIRECTORIES FOR BASE SERVICE STORE ITEMS	53
Q574 PERFORM ANNUAL SCREENING OF PERSONNEL FILES	52
E220 PREPARE OR PROCESS TRANSFERS TO DEFENSE REUTILIZATION MARKETING OFFICES (SRMOs)	49
Q584 VALIDATE AVIATION SERVICE CODES FOR FLYING PERSONNEL	48
W734 ACCEPT OR RECEIVE PROPERTY	46
Q557 COORDINATE RETAIL SALES STOCK LEVELS WITH STOCK CONTROL	45

TABLE A11

**CUSTOMER SERVICES JOB**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
N498 BRIEF CUSTOMERS ON SUPPLY PROCEDURES	100
N500 INTERPRET INQUIRIES FOR CURRENT STATUS OF DUE-INS AND DUE-OUTS	96
E219 PERFORM TRANSACTION HISTORIES	96
N504 NOTIFY CUSTOMERS OF ACTIONS TAKEN ON COMPLAINTS, PROBLEMS, OR INQUIRIES	92
E222 PROCESS EMERGENCY WALK-THROUGHS	79
E229 RECEIVE CONTRACT INFORMATION FROM BASE CONTRACTING AUTOMATED SYSTEMS (BCASs)	71
N507 PUBLISH CSU FUNCTIONS	71
N501 MANAGE OR MONITOR ZERO OVERPRICING PROGRAMS (ZOPs)	71
E238 UTILIZE CONSOLIDATED TRANSACTION HISTORIES (CTHs)	67
E228 REPROCESS REJECTED INPUTS	67
N502 MANAGE SF 44 (PURCHASE ORDER-INVOICE VOUCHER) EMERGENCY WALK- THROUGHS	63
N506 PROVIDE INFORMATION TO PROCEDURES AND ANALYSIS BRANCH CONCERNING CSU TREND ANALYSIS	63
A29 PARTICIPATE IN STAFF MEETINGS, COUNCIL MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN TRAINING CONFERENCES	63
N503 NOTIFY CONTRACTORS OF ACTIONS TAKEN ON COMPLAINTS, PROBLEMS, OR INQUIRIES	50
E199 INITIATE REVERSE POST REQUESTS	42
N499 CONDUCT CSU VISITS	42
E220 PREPARE OR PROCESS TRANSFERS TO DEFENSE REUTILIZATION MARKETING OFFICES (DRMOs)	37
S657 UPGRADE REQUISITIONS	33
B42 DIRECT CUSTOMER SERVICE UNIT (CSU) FUNCTIONS	33
E208 MAINTAIN REJECT SUSPENSE FILES	33
E226 PROCESS TRANSACTION INTERFACE PROCESSING (TIP) INPUTS	33

TABLE A12

**STOCK CONTROL CLUSTER**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
E219 PERFORM TRANSACTION HISTORIES	83
S636 PREPARE OR PROCESS INPUTS FOR CANCELLATIONS	77
S635 PREPARE OR PROCESS FORCED DORs	76
S614 INPUT REQUISITION STATUS	71
S644 PREPARE SPECIAL REQUISITIONS	68
S613 INITIATE REQUISITIONS FOLLOW-UP ACTIONS	65
S642 PREPARE OR PROCESS STATUS INPUTS	64
S633 PREPARE INPUTS TO LOAD, CHANGE, OR DELETE EXCEPTION CODES FOR EXCESSES, ISSUES, REQUISITIONS, OR SHIPMENTS	62
S654 RESEARCH REASONS FOR REQUISITIONS CANCELLATIONS	61
E238 UTILIZE CONSOLIDATED TRANSACTION HISTORIES (CTHs)	61
S657 UPGRADE REQUISITIONS	61
E228 REPROCESS REJECTED INPUTS	60
S637 PREPARE OR PROCESS INPUTS FOR OFF-LINE SHIPMENTS	58
S638 PREPARE OR PROCESS INPUTS FOR OFF-LINE STATUS	50
E213 MONITOR MANAGEMENT NOTICES	49
S641 PREPARE OR PROCESS REQUISITIONS, OTHER THAN SPECIAL REQUISITIONS	48
S616 MAINTAIN EXCEPTION CONTROL IMAGES (ECCs) AND FILES	43
B63 DIRECT STOCK CONTROL FUNCTIONS	41
S622 MANUALLY PREPARE REQUISITION DOCUMENTS	40
S624 MONITOR DUE-OUT VALIDATION LISTINGS	40
E220 PREPARE OR PROCESS TRANSFERS TO DEFENSE REUTILIZATION MARKETING OFFICES (DRMOs)	39
S653 REQUEST DISPOSITION INSTRUCTIONS ON EXCESSES	36
S647 PROCESS FUNDS REQUIREMENTS IMAGES	36
E226 PROCESS TRANSACTION INTERFACE PROCESSING (TIP) INPUTS	36
S617 MAINTAIN SPECIAL REQUISITION FILES	36
S625 MONITOR FUNDS REQUIREMENT IMAGES	35
S618 MANAGE EXCESS PROGRAMS, OTHER THAN EQUIPMENT	34

TABLE A13

**DEMAND PROCESSING CLUSTER**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
P548 PROCESS ISSUE REQUESTS FROM CUSTOMERS	84
E219 PERFORM TRANSACTION HISTORIES	79
P531 MAINTAIN ISSUE REQUEST SUSPENSE FILES	65
P527 LOD, CHANGE, OR DELETE ITEM RECORDS	65
E228 REPROCESS REJECTED INPUTS	63
P539 OBTAIN VERIFICATION OF URGENCY OF NEED DESIGNATOR (UND) A AND B REQUESTS WHEN ITEMS ARE NOT AVAILABLE FOR ISSUE	58
B44 DIRECT DEMAND PROCESSING FUNCTIONS	58
P523 ESTABLISH BACK ORDERS ON VERIFIED EXPEDITE REQUESTS	56
F241 ESTABLISH OR MAINTAIN DD FORMS 1348-6 SUSPENSE FILES	44
C136 WRITE EPRs	44
P544 PREPARE INPUTS TO LOAD, CHANGE, OR DELETE PART NUMBER RECORDS	40
E213 MONITOR MANAGEMENT NOTICES	40
D147 CONDUCT OJT	40
A29 PARTICIPATE IN STAFF MEETINGS, COUNCIL MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN TRAINING CONFERENCES	40
E208 MAINTAIN REJECT SUSPENSE FILES	39
X806 PROCESS ISSUE REQUESTS THROUGH SBSS FUNCTIONS	37
B89 SUPERVISE INVENTORY MANAGEMENT SPECIALIST (AFSC 64550)	37
E233 SEQUENCE INPUTS FOR POST-POST IN-LINE PROCESSING	37
F251 RESEARCH CATALOGS OR TECHNICAL PUBLICATIONS FOR ITEM IDENTIFICATION OR INDICATIVE DATA	35
T667 PERFORM POST-POST REQUISITIONING	35
E222 PROCESS EMERGENCY WALK-THROUGHS	33
T662 COORDINATE ON MICAP DATA WITH MAINTENANCE ACTIVITIES	30

TABLE A14

**MISSION SUPPORT (MICAP) JOB**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
T670 PROCESS MICAP LATERAL SUPPORT REQUESTS OR SHIPMENT	100
T664 COORDINATE MICAP REQUIREMENTS WITH DEPOTS AND LATERAL SUPPORT BASES	97
T667 PERFORM POST-POST REQUISITIONING	96
T665 LOAD MICAP STATUS	95
T671 PROCESS OR MONITOR MICAP REQUIREMENTS	94
T672 PROCESS POST-POST MICAP RECEIPTS OR SHIPMENTS	94
T673 REVIEW OR UPDATE MICAP REPORTS	92
T662 COORDINATE ON MICAP DATA WITH MAINTENANCE ACTIVITIES	90
T661 COMPLETE MICAP CHECKLISTS	89
T669 PROCESS MICAP CANNIBALIZATIONS	87
T666 MAINTAIN MASSs	85
T668 PREPARE OR PROCESS POST-POST DORs	84
T660 CERTIFY MICAP CHECKLISTS	70
T663 COORDINATE ON SUPPLY DIFFICULTY MESSAGES WITH CONCERNED AGENCIES	70
E219 PERFORM TRANSACTION HISTORIES	67
E228 REPROCESS REJECTED INPUTS	62
P525 INITIATE MICAP CHECKLISTS	59
T659 ATTEND MEETINGS OR BRIEFINGS WITH SUPPORTED UNITS ON MICAP REQUIREMENTS	59
E193 COORDINATE MISSION CAPABLE (MICAP) ASSET SOURING SYSTEMS (MASS) DATA BASES OR LISTINGS WITH USERS	53
P523 ESTABLISH BACK ORDERS ON VERIFIED EXPEDITE REQUESTS	46
E211 MAINTAIN STATUS BOARDS, GRAPHS, OR CHARTS	43
P548 PROCESS ISSUE REQUESTS FROM CUSTOMERS	41
E238 UTILIZE CONSOLIDATED TRANSACTION HISTORIES (CTHs)	38
F251 RESEARCH CATALOGS OR TECHNICAL PUBLICATIONS FOR ITEM IDENTIFICATION OR INDICATIVE DATA	36
S637 PREPARE OR PROCESS INPUTS FOR OFF-LINE SHIPMENTS	36
S638 PREPARE OR PROCESS INPUTS FOR OFF-LINE STATUS	32

TABLE A15

**RECORDS MAINTENANCE JOB**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
M494 PREPARE, PROCESS, OR REVIEW INDICATIVE DATA CHANGES	100
M481 ESTABLISH LOCALLY ASSIGNED INTERCHANGEABLE SUBSTITUTE GROUPING (ISG) RELATIONSHIPS	100
M482 MAINTAIN DELIVERY DESTINATION LISTINGS	96
M492 PREPARE INPUTS TO LOAD, CHANGE, OR DELETE PHRASE RECORDS	96
M491 PREPARE INPUTS TO ESTABLISH INTERCHANGEABLE OR SUBSTITUTION GROUPS	96
M484 MAINTAIN ISG LISTINGS	96
M487 MAINTAIN SHIPPING DESTINATION LISTS	96
M486 MAINTAIN ROUTING IDENTIFIER LISTINGS	96
M490 MONITOR STOCK NUMBER USER DIRECTORY (SNUB) REJECTS	91
M495 PROCESS ORGANIZATIONAL LOAD REQUESTS	91
M485 MAINTAIN ORGANIZATIONAL RECORDS, SUCH AS COST-CENTER RECORDS	91
M489 MONITOR STANDARD REPORTING DESIGNATOR (SRD) ANNUAL REVIEWS	91
M496 REVIEW EXCEPTION CODE AND PHRASE RECORDS	87
M483 MAINTAIN EXCEPTION PHRASE LISTS	87
M488 MONITOR REPORTING ORGANIZATION FILES (ROFs)	87
M497 REVIEW SRD PROCESSING	83
M493 PREPARE TYPE CARGO PHRASE-CODE INPUTS	74
E202 LODS FREEZE CODES	65
E219 PERFORM TRANSACTION HISTORIES	61
G268 MONITOR LODS, CHANGE, OR DELETE ACTIONS WITH COMMAND, RECORDS MAINTENANCE, AND CUSTOMERS	56
E228 REPROCESS REJECTED INPUTS	52
E204 MAINTAIN FEDERAL LOGISTICS (FEDLOG) DATABASES	52
E213 MONITOR MANAGEMENT NOTICES	39
F251 RESEARCH CATALOGS OR TECHNICAL PUBLICATIONS FOR ITEM IDENTIFICATION OR INDICATIVE DATA	39
E208 MAINTAIN REJECT SUSPENSE FILES	39
F252 RESEARCH DEPARTMENT OF DEFENSE (DOD) OR AF PUBLICATIONS FOR GENERAL SUPPLY POLICIES OR PROCEDURES	35

TABLE A16

**BENCH STOCK CLUSTER**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
O515 MAINTAIN BENCH STOCK LISTINGS	89
O509 CONDUCT BENCH STOCK INVENTORIES	87
O520 PROCESS ADDITIONS, DELETIONS, OR CHANGES TO MASTER BENCH STOCK DETAILS	84
O517 PREPARE OR PROCESS BENCH STOCK ISSUE REQUESTS	83
O514 MAINTAIN BENCH STOCK FILES	83
O508 BIN BENCH STOCK ITEMS	81
O518 PREPARE OR PROCESS BENCH STOCK TINs	78
O510 CONDUCT SEMIANNUAL BENCH STOCK REVIEWS	76
O519 PREPARE WORK REQUESTS FOR BENCH STOCK LISTING LABELS	74
O511 COORDINATE BENCH STOCK ACTIVITIES WITH BENCH STOCK MONITORS	72
O516 MAINTAIN BENCH STOCK PLACARDS	71
O513 ESTABLISH BENCH STOCKS	70
E235 SIGN ON OR OFF TERMINALS	64
O512 DELIVER BENCH STOCK ITEMS	58
B 40 DIRECT BENCH STOCK FUNCTIONS	53
E219 PERFORM TRANSACTION HISTORIES	51
E228 REPROCESS REJECTED INPUTS	45
A29 PARTICIPATE IN STAFF MEETINGS, COUNCIL MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN TRAINING CONFERENCES	34
E221 PRINT BAR CODE LABELS	32
A8 DETERMINE WORK PRIORITIES	30
E238 UTILIZE CONSOLIDATED TRANSACTION HISTORIES (CTHs)	28
E224 PROCESS OR CLEAR DELINQUENT OR SOURCE DOCUMENTS	26
F241 ESTABLISH OR MAINTAIN DD FORMS 1348-6 SUSPENSE FILES	25
P542 PREPARE DIFM TINs	24
E211 MAINTAIN STATUS BOARDS, GRAPHS, OR CHARTS	24
W734 ACCEPT OR RECEIVE PROPERTY	22
E222 PROCESS EMERGENCY WALK-THROUGHS	20
P538 MONITOR STATUS OF DIFM ITEMS	20
E213 MONITOR MANAGEMENT NOTICES	20



TABLE A17

**MATERIEL CONTROL CLUSTER**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
X790 BRIEF MAINTENANCE ON SUPPLY STATUS	89
X794 INTERPRET DAILY DOCUMENT REGISTERS (DO4 REPORTS)	89
E235 SIGN ON OR OFF TERMINALS	86
X799 PERFORM DAILY REVIEWS AND UPDATES ON DIFM LISTINGS (D23)	86
E215 MONITOR UNSERVICEABLE DUE-IN FROM MAINTENANCE (DIFM) LISTINGS	82
X805 PROCESS CORE AUTOMATED MAINTENANCE SYSTEM (CAMS) INPUTS	79
X810 SUBMIT CANCELLATION REQUESTS	79
X809 RESOLVE DIFFERENCES BETWEEN SUPPLY AND MAINTENANCE FOR MATERIEL CONTROL FUNCTIONS	77
X797 MONITOR TIN PROCESSING	77
P538 MONITOR STATUS OF DIFM ITEMS	66
P523 ESTABLISH BACK ORDERS ON VERIFIED EXPEDITE REQUESTS	64
X800 PERFORM MATERIEL CONTROL SUPPLY FUNCTIONS DURING EXERCISES OR OPERATIONS	61
E204 MAINTAIN FEDERAL LOGISTICS (FEDLOG) DATABASES	59
P539 OBTAIN VERIFICATION OF URGENCY OF NEED DESIGNATOR (UND) A AND B REQUESTS WHEN ITEMS ARE NOT AVAILABLE FOR ISSUE	57
X795 MAINTAIN AUTHORIZATION FILES FOR UND A AND B REQUESTS	57
X798 PARTICIPATE IN SEMIANNUAL BENCH STOCK REVIEWS FOR MATERIEL CONTROL FUNCTIONS	50
F241 ESTABLISH OR MAINTAIN DD FORMS 1348-6 SUSPENSE FILES	50
X791 COORDINATE ON LOCAL MANUFACTURING REQUIREMENTS	50
P529 MAINTAIN DIFM HOLDING AREAS	48
O509 CONDUCT BENCH STOCK INVENTORIES	48
W734 ACCEPT OR RECEIVE PROPERTY	45
P542 PREPARE DIFM TINs	45
P522 CONDUCT DIFM RECONCILIATIONS	45
B54 DIRECT MATERIEL CONTROL FUNCTIONS	43
P548 PROCESS ISSUE REQUESTS FROM CUSTOMERS	43
P545 PREPARE INPUTS TO UPDATE DIFM DETAIL RECORDS	43
P537 MONITOR REUSABLE CONTAINER PROGRAMS	41

TABLE A18

**REPAIR CYCLE CLUSTER**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
P542 PREPARE DIFM TINs	94
P526 INSPECT DIFM ASSETS	73
P555 TRANSPORT SERVICEABLE OR REPARABLE DIFM ASSETS TO OR FROM UNITS	68
P538 MONITOR STATUS OF DIFM ASSETS	64
P554 TRANSPORT REPARABLE DIFM ASSETS TO TRANSPORTATION PACKING AND CRATING SECTIONS	61
P545 PREPARE INPUTS TO UPDATE DIFM DETAIL RECORDS	61
E235 SIGN ON OR OFF TERMINALS	61
P529 MAINTAIN DIFM HOLDING AREAS	60
E219 PERFORM TRANSACTION HISTORIES	60
P546 PREPARE REQUESTS FOR POST-POST TINs	58
E215 MONITOR UNSERVICEABLE DUE-IN FROM MAINTENANCE (DIFM) LISTINGS	50
W734 ACCEPT OR RECEIVE PROPERTY	47
W772 PICK UP OR DELIVER SERVICEABLE OR NONSERVICEABLE ASSETS	47
E220 PREPARE OR PROCESS TRANSFERS TO DEFENSE REUTILIZATION MARKETING OFFICES	45
P522 CONDUCT DIFM RECONCILIATIONS	45
P533 MAINTAIN REPAIR CYCLE DATA LISTS	45
E228 REPROCESS REJECTED INPUTS	45
P548 PROCESS ISSUE REQUESTS FROM CUSTOMERS	42
P550 RESEARCH DESTINATION OF REPARABLE SHIPMENTS	37
W747 IN CHECK PROPERTY	35
W773 PLACE PROPERTY IN WAREHOUSE BINS, RACKS, OR BAYS	34
P549 PROCESS TURNAROUNDS	34
W754 INSURE SHIPPING DOCUMENTS ARE SECURELY ATTACHED AND PROTECTED	34
B61 DIRECT REPAIR CYCLE SUPPORT FUNCTIONS	32
P527 LOAD, CHANGE, OR DELETE ITEM RECORDS	32
P523 ESTABLISH BACK ORDERS ON VERIFIED EXPEDITE REQUESTS	31

TABLE A19

**EQUIPMENT MANAGEMENT JOB**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
R602 PREPARE INPUTS TO RECORD TRANSFERS OF EQUIPMENT BETWEEN CUSTODY ACCOUNTS	100
R606 PREPARE OR PROCESS EAD OR NON-EAD EQUIPMENT ISSUES AND TINs	95
R609 REVIEW ALLOWANCE SOURCE CODE LISTINGS	93
R601 PREPARE INPUTS TO LOAD, CHANGE, OR DELETE EQUIPMENT AUTHORIZATION INVENTORY DATA (EAD) IN-USE DETAIL RECORDS	91
R608 PROCESS OUTGOING CLEARANCE FOR EQUIPMENT CUSTODIANS	88
R592 MAINTAIN CUSTODIAN AUTHORIZATION/CUSTODY RECEIPT LISTINGS (CA/CRLs)	84
E219 PERFORM TRANSACTION HISTORIES	81
R603 PREPARE INPUTS TO RECORD TRANSFERS OF EQUIPMENT FOR MOBILITY DEPLOYMENTS	79
R605 PREPARE OR PROCESS CUSTOMER JACKETS OR FOLDERS	72
R591 MAINTAIN CONTROL REGISTERS OF NEWLY ASSIGNED EQUIPMENT	72
R587 BRIEF NEWLY ASSIGNED EQUIPMENT CUSTODIANS	72
R607 PROCESS OR REVIEW UPDATES TO AF DATABANKS	70
R595 MAINTAIN OUT-OF-BALANCE LISTINGS	67
E238 UTILIZE CONSOLIDATED TRANSACTION HISTORIES (CTHs)	67
R594 MAINTAIN FILES OF ALLOWANCE SOURCE DOCUMENTS, OTHER THAN CODE LISTINGS	65
R604 PREPARE INPUTS TO TRANSFER ITEMS INTRACOMMAND	63
F247 MAINTAIN MICROFICHE FILES	63
R593 MAINTAIN CUSTODIAN DOCUMENT REGISTERS	63
R599 PERFORM FOLLOW-UP ACTIONS ON DELINQUENT EQUIPMENT ACTION REQUESTS FORWARDED TO OR FROM HIGHER HEADQUARTERS	63
E228 REPROCESS REJECTED INPUTS	53
R598 MONITOR SPECIAL PURPOSE RECOVERABLES AUTHORIZED MAINTENANCE (SPRAM) ASSETS	53
R600 PERFORM JOINT ALLOWANCE SOURCE CODE REVIEWS WITH CUSTODIANS	51
R244 MAINTAIN CUSTODY RECEIPT FILES OR REGISTERS FOR SUPPLY ACCOUNTS	49
R597 MONITOR EXCESS EQUIPMENT PROGRAMS	49
B 47 DIRECT EQUIPMENT MANAGEMENT FUNCTIONS	42
D147 CONDUCT OJT	42

TABLE A20

**INVENTORY JOB**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
K443 CLEAR FREEZE CODES	100
K445 CONDUCT INVENTORIES, OTHER THAN BENCH STOCK OR ADPE	98
K460 RESEARCH INVENTORY DISCREPANCIES	98
K461 RESEARCH SOURCE CODE DOCUMENTS TO CORRECT INVENTORY DISCREPANCIES	95
K453 MAINTAIN LISTINGS OF FROZEN ITEMS RECORDS	95
K444 COLLECT RECAP SHEET DATA	95
K450 INITIATE REVERSE POST ACTIONS INVOLVING INVENTORY DISCREPANCIES	93
K459 RESEARCH CTHs	91
K458 PREPARE OR PROCESS INVENTORY ADJUSTMENT DOCUMENTS	86
E219 PERFORM TRANSACTION HISTORIES	83
K447 COORDINATE ON WAREHOUSE VALIDATIONS OR SCHEDULES	83
K448 DOWNLOAD HAND-HELD TERMINALS (HHTs) TO MICROCOMPUTERS	77
E225 PROCESS REVERSE-POST ACTIONS	76
E202 LOAD FREEZE CODES	76
E238 UTILIZE CONSOLIDATED TRANSACTION HISTORIES (CTHs)	72
K462 UPLOAD HHTs INVENTORY IMAGES TO SBSSs	72
K451 INPUT WAREHOUSE QUANTITIES INTO HHTs	69
K457 PREPARE INVENTORY ADJUSTMENT DOCUMENT REGISTER	69
K452 INVENTORY IN-USE EQUIPMENT, AS REQUESTED	69
K449 ESTABLISH INVENTORY SCHEDULES	57
K454 MONITOR REPORT OF SURVEY PROGRAMS	55
K455 OBTAIN CERTIFICATION SIGNATURES ON CONSOLIDATED INVENTORY ADJUSTMENT REGISTERS	52
E199 INITIATE REVERSE POST REQUESTS	52
K446 CONDUCT PREINVENTORY SURVEYS	50
E208 MAINTAIN REJECT SUSPENSE FILES	50
K456 PERFORM MONTHLY INVENTORY ANALYSIS	48
B50 DIRECT INVENTORY FUNCTIONS	41
E206 MAINTAIN LOGISTICS MARKING AND READING SYMBOLS (LOGMARS)	40
E228 REPROCESS REJECTED INPUTS	36

TABLE A21

**DOCUMENT CONTROL CLUSTER**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
L464 FILE OR DESTROY SOURCE DOCUMENTS	94
L475 MANAGE DELINQUENT OR SOURCE DOCUMENT PROGRAMS	94
L478 PERFORM QUALITY CONTROL OF SOURCE DOCUMENTS	91
L479 RESEARCH FILES TO SATISFY CUSTOMER INQUIRIES	91
L469 MAINTAIN CONTROLLABLE DOCUMENT FILES	89
L473 MAINTAIN SHIPMENT SUSPENSE IMAGES	89
L470 MAINTAIN DAILY DOCUMENT REGISTERS (DO4 REPORTS)	80
E238 UTILIZE CONSOLIDATED TRANSACTION HISTORIES (CTHs)	66
L472 MAINTAIN LETTERS OF AUTHORIZATION FOR RECEIPT OF CLASSIFIED PROPERTY	66
L465 MAINTAIN CLASSIFIED LISTINGS	63
E219 PERFORM TRANSACTIONS HISTORIES	60
L474 MAINTAIN WEAPONS CONTROL IMAGES OR RECORDS	57
L477 PERFORM COMSEC OR WEAPONS RECONCILIATIONS	57
L466 MAINTAIN COMPLETED COPIES OF INVENTORY ADJUSTMENT	57
E224 PROCESS OR CLEAR DELINQUENT OR SOURCE DOCUMENTS	57
L467 MAINTAIN COMSEC CONTROL IMAGES OR RECORDS	54
L463 CLEAR COMSEC OR WEAPON ERROR LISTS	54
L471 MAINTAIN FIX DOCUMENTATION	54
L468 MAINTAIN CONSOLIDATED TRANSACTION HISTORY REGISTER (R72) SUPPLY REQUIREMENTS	48
L476 MICROFILM SOURCE DOCUMENTS	46
E225 PROCESS REVERSE-POST ACTIONS	46
B46 DIRECT DOCUMENT CONTROL FUNCTIONS	46
L480 RESEARCH OR PROCESS DRMO FOLLOW-UPS	46
E191 BACKUP MICROCOMPUTERS FOR RECOVERY PURPOSES	43
K459 RESEARCH CTHs	31

TABLE A22

**MOBILITY CLUSTER**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
Y815 INSPECT MOBILITY BAG FOR CONTENTS	97
Y825 STORE MOBILITY KIT BAGGAGE OR WEAPONS	95
Y817 ISSUE MOBILITY KIT BAGGAGE OR WEAPONS	93
Y823 MANAGE MOBILITY BAG INVENTORY SYSTEMS	78
Y816 INSPECT NUCLEAR, BIOLOGICAL, OR CHEMICAL (NBC) ACCESSORIES, SUCH AS GAS MASKS	74
Y819 MAINTAIN CUSTODIAL RETENTION RECORDS FOR DEPLOYED MOBILITY BAGS	73
Y811 COMPLY WITH TARIFF SIZING PROCEDURES	69
Y826 TIN OR RE-ORDER MOBILITY DATED ITEMS	69
Y814 DEVELOP OR SUBMIT CHEMICAL WARFARE DEFENSE EQUIPMENT (CWDE) MOBILITY VISIBILITY REPORTS	61
Y820 MAINTAIN MOBILITY AUTHORIZATION LISTINGS	59
Y812 CONDUCT ARMORY OR SECURITY CHECKS	54
Y822 MANAGE CWDE PROGRAMS	53
Y821 MAINTAIN NBC ACCESSORIES	49
Y818 MAINTAIN CUSTODIAL RESPONSIBILITY FOR MOBILITY WEAPONS	49
A8 DETERMINE WORK PRIORITIES	46
B56 DIRECT MOBILITY FUNCTIONS	42
W734 ACCEPT OR RECEIVE PROPERTY	42
Y824 PERFORM PREVENTIVE MAINTENANCE ON MOBILITY WEAPONS	39
Y813 CONFIGURE WAREHOUSES FOR DEPLOYMENT	39
W745 EXAMINE PROPERTY RECEIVED FOR DAMAGE	36
A16 DEVELOP WORK METHODS OR PROCEDURES	36
D147 CONDUCT OJT	34
A5 DETERMINE OFFICE SPACE, EQUIPMENT, OR SUPPLY REQUIREMENTS	32
W738 CONDUCT RE-WAREHOUSING	31

TABLE A23

**PICKUP AND DELIVERY CLUSTER**

THE FOLLOWING ARE IN DESCENDING ORDER OF PERCENT MEMBERS PERFORMING:

<u>TASKS</u>	<u>PERCENT MEMBERS PERFORMING</u>
W772 PICK UP OR DELIVER SERVICEABLE OR NONSERVICEABLE ASSETS	97
W770 PERFORM MINOR OPERATOR MAINTENANCE ON VEHICLES	67
W788 SELECT METHODS OR EQUIPMENT FOR MOVEMENT OF PROPERTY	64
W784 SEGREGATE PROPERTY FOR DELIVERED	58
W734 ACCEPT OR RECEIVE PROPERTY	58
W771 PERFORM SPOT CHECKS OF ASSIGNED BASE SUPPLY VEHICLES	55
W766 OBTAIN AUTHORIZED REPRESENTATIVE SIGNATURES FOR EQUIPMENT	45
W773 PLACE PROPERTY IN WAREHOUSE BINS, RACKS, OR BAYS	33
W737 COMPARE PHYSICAL COUNT WITH INFORMATION CONTAINED IN RECEIVING DOCUMENTS, TAGS, LABELS, OR MARKINGS	33
A29 PARTICIPATE IN STAFF MEETINGS, COUNCIL MEETINGS, BRIEFINGS, CONFERENCES, OR WORKSHOPS, OTHER THAN TRAINING CONFERENCES	30
O512 DELIVER BENCH STOCK ITEMS	27